



**MEMO TO:** Darrel Pyle, City Manager  
**FROM:** Taylor Johnson, Transit and Parking Program Manager *TJ*  
**THROUGH:** Shawn O'Leary, P.E., CFM, Director of Public Works *S*  
**DATE:** August 23, 2023  
**SUBJECT:** Proposed Change Orders #4 & #5 to Project BG0254

**BACKGROUND:**

On January 19, 2022, Council approved the purchase sale agreement and the City assumed ownership on March 4, 2022 of 320 E. Comanche Street with the intent to remodel the site/facility into the City's Transit Center. On May 10, 2022 Council then approved a contract with McKinney Architects to provide Architectural and Engineering services for the property.

Throughout fall 2022, Staff worked with the architect to finalize designs. Once finalized, in December 2022, bid documents were then solicited and a mandatory pre-bid meeting was conducted. On January 4, 2023, the City of Norman opened bids for the City Transit Center Remodel project. The low bid from Stronghold Construction was \$875,334. On February 14, 2023 City Council approved contract K-2223-72 with Stronghold Construction. A notice to proceed was given on February 28, 2023 and construction officially began March 1, 2023.

On April 11, 2023 Council approved Change Order #1 for this project in the amount of \$52,980.13 in order to cover the cost of additional, new drywall and flooring once asbestos removal was completed. This change order also included the cost of \$726.12 to provide power to the main door access control.

On May 15, 2023 the City Manager approved Change Order #2 for this project in the amount of \$5,935.13 in order to cover design changes to the main, exterior signs for the Transit Center that incorporated both the City and EMBARK Norman logos, ensuring that those wanting to access City transit services are aware of the facility and its function.

On June 2, 2023 the City Manager approved Change Order #3 for this project in the amount of \$6,150.51 in order to cover ADA access issues associated with the front (north side sidewalk located within the property) leading to and from the sidewalk that will be installed in the right-of-way along Comanche Street. Originally, the design called for a step down from the property sidewalk to the street sidewalk. While ADA access was accomplished by way of another avenue on the east side of the property from the Porter Avenue sidewalk, after reviewing this with the contractor and designer all parties felt it was prudent to correct this and install ramps in these areas instead.

To date, all approved change orders listed above (1-3) have increased the project cost by \$65,065.77 or 7.43%. Without the unforeseen asbestos remediation that needed to take place (accounting for change orders 2 and 3), the project cost has increased by \$12,085.64 or 1.38%, which would have been covered by the initial 5% contingency allocated to the project.

After calculating costs for the all of the previously approved change orders, the two change orders proposed here, as well as the remaining furniture, fixtures, and equipment costs the project is expected to encounter, staff projected the project to exceed costs by \$12,456.22. On August 22, 2023 City Council approved a resolution appropriating an additional \$12,456.22 to this project.

**DISCUSSION:**

While the contractor has worked through the project, some additional items have been brought to the attention of staff for reconsideration. These changes are to be expected when remodeling an older facility to serve a new function. These changes are listed below:

- Basement repairs due to asbestos remediation
- Pressure tank install
- Building curb and tactile warning strips
- Masonry infill spray foam

office memorandum

# office memorandum

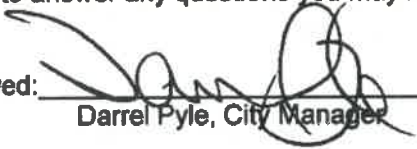


- Additional storefront framing
- Increasing pony wall height and reinforcing pony wall
- Adding a wall cap and additional countertop

These changes result in an increase of the lump sum contract amount of \$19,931.47 or approximately 2.28% of the original contract amount. If approved, the overall contract amount will have increased from \$940,399.77 to \$960,331.24. Following Council's approval of an appropriation of \$12,456.22 to the project on August 22, 2023 there are sufficient funds available in the project for these change orders.

Without the unforeseen asbestos remediation that needed to take place the project cost has increased by \$32,017.11 or 3.54%, which would have been covered by the initial 5% contingency allocated to the project. In addition, if the project had not encountered the need for asbestos remediation, the project would still be under budget by \$11,750.09 (26.84% of the contingency funds) even after accounting for the costs of the above changes.

Happy to answer any questions you may have after your review.

Approved:   
Darrel Pyle, City Manager

Date: 8-25-23

Denied: \_\_\_\_\_  
Darrel Pyle, City Manager

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

Attached: K-2223-72 Change Order #004  
K-2223-72 Change Order #005

CC: Anthony Francisco, Director of Finance  
Clint Mercer, Chief Accountant  
Kim Coffman, Budget Manager



Stronghold Construction  
3431 N. MacArthur Blvd  
Warr Acres, Oklahoma 73122  
Phone: 4058715760

Project: 23-002 - Norman Transit Center  
318 E. Comanche Street  
Norman, Oklahoma 73069

### Prime Contract Change Order #004: Multiple PCO Addition/Deduction

<b>TO:</b>	City of Norman 201 West Gray Norman, Oklahoma 73069	<b>FROM:</b>	Stronghold Construction LLC 3431 N. MacArthur Blvd Warr Acres, Oklahoma 73122
<b>DATE CREATED:</b>	6/16/2023	<b>CREATED BY:</b>	Zach Simmons (Stronghold Construction LLC)
<b>CONTRACT STATUS:</b>	Pending - In Review	<b>REVISION:</b>	0
<b>DESIGNATED REVIEWER:</b>	Taylor Johnson (City of Norman)	<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>	06/23/2023	<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>SCHEDULE IMPACT:</b>	26 days	<b>EXECUTED:</b>	No
<b>REVISED SUBSTANTIAL COMPLETION DATE:</b>	9/11/23	<b>SIGNED CHANGE ORDER RECEIVED DATE:</b>	
<b>CONTRACT FOR:</b>	Norman Transit Center K-2223-72:PO 23009712	<b>TOTAL AMOUNT:</b>	\$13,930.09

**DESCRIPTION:**  
Prime Contract Change Order to include scope as described in PCO 8, 9, 10, 11, & 12.  
PCO's attached as scope exhibits to this contractual change order.

**ATTACHMENTS:**  
[23-002-Norman Transit Center-011-REF CE #036-City of Norman Deducts 1-2023-06-14.pdf](#), [23-002-Norman Transit Center-009-PCO\\_REF-CE\\_040-Pressure Tank Install-2023-06-08.pdf](#), [23-002-Norman Transit Center-010-PCO\\_REF CE #037R-Building Curb and Tactile Warning Strips-2023-06-13.pdf](#), [23-002-Norman Transit Center-034-Basement Damage Repair-Post Tech An-2023-06-16.pdf](#), [23-002-Norman Transit Center-038-Masonry Infil-Spray Foam-2023-06-16.pdf](#)

**POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:**

PCO #	Title	Schedule Impact	Amount
008	PCO: REF- CE #034 - Basement Damage Repair- Post Tech An	14 day	\$5,115.00
009	PCO: REF- CE #040 - Pressure Tank Install	3 days	\$2,783.46
010	PCO: REF CE #037R - Building Curb and Tactile Warning Strips	4 days	\$2,553.52
011	REF CE #036 - City of Norman Deducts #1	(2 day)	(\$4,388.19)
012	CE #038 - Masonry Infil- Spray Foam	5 days	\$7,866.30
<b>Total:</b>			<b>\$13,930.09</b>

**CHANGE ORDER LINE ITEMS:**

**PCO # 008: PCO: REF- CE #034 - Basement Damage Repair- Post Tech An**

#	Budget Code	Description	Amount
1	09-200.3 DRYWALL SUBCONTRACTOR.Subcontractor	Framing Repair	\$3,820.00
2	08-100.2 METAL DOORS & FRAMES.Materials	Replacement knock-down frame	\$195.00



#	Budget Code	Description	Amount
3	22-100.3 PLUMBING SUBCONTRACTOR.Subcontractor	Install of new HWT	\$1,100.00
<b>Subtotal:</b>			<b>\$5,115.00</b>
Stronghold Insurance (0.00% Applies to all line item types.):			\$0.00
Stronghold Warranty, Tech., & Safety (0.00% Applies to all line item types.):			\$0.00
Stronghold Overhead (0.00% Applies to all line item types.):			\$0.00
Stronghold Profit (0.00% Applies to all line item types.):			\$0.00
<b>Grand Total:</b>			<b>\$5,115.00</b>

**PCO # 009: PCO: REF- CE #040 - Pressure Tank Install**

#	Budget Code	Description	Amount
1	22-100.3 PLUMBING SUBCONTRACTOR.Subcontractor	Pressure Tank	\$2,300.00
<b>Subtotal:</b>			<b>\$2,300.00</b>
Stronghold Insurance (0.72% Applies to all line item types.):			\$16.56
Stronghold Warranty, Tech., & Safety (0.30% Applies to all line item types.):			\$6.90
Stronghold Overhead (10.00% Applies to all line item types.):			\$230.00
Stronghold Profit (10.00% Applies to all line item types.):			\$230.00
<b>Grand Total:</b>			<b>\$2,783.46</b>

**PCO # 010: PCO: REF CE #037R - Building Curb and Tactile Warning Strips**

#	Budget Code	Description	Amount
1	03-100.3 CONCRETE SUBCONTRACTOR.Subcontractor	Add curb around building to co	\$1,310.00
2	03-100.3 CONCRETE SUBCONTRACTOR.Subcontractor	Add 3 Tactile Warning Panels	\$800.00
<b>Subtotal:</b>			<b>\$2,110.00</b>
Stronghold Insurance (0.72% Applies to all line item types.):			\$15.19
Stronghold Warranty, Tech., & Safety (0.30% Applies to all line item types.):			\$6.33
Stronghold Overhead (10.00% Applies to all line item types.):			\$211.00
Stronghold Profit (10.00% Applies to all line item types.):			\$211.00
<b>Grand Total:</b>			<b>\$2,553.52</b>

**PCO # 011: REF CE #036 - City of Norman Deducts #1**

#	Budget Code	Description	Amount
1	03-100.3 CONCRETE SUBCONTRACTOR.Subcontractor	Deduct per truck of dirt	\$(525.00)
2	06-300.3 MILLWORK SUBCONTRACTOR.Subcontractor	Deduct for Reduction of Cabinetry	\$(1,175.00)
3	02-100.3 DEMOLITION SUBCONTRACTOR.Subcontractor	Deduct for Reduction of Demo Scope	\$(750.00)
4	03-100.3 CONCRETE SUBCONTRACTOR.Subcontractor	Deduct for Reduction of Street Striping & Curb	\$(1,176.00)
<b>Subtotal:</b>			<b>\$(3,626.00)</b>
Stronghold Insurance (0.72% Applies to all line item types.):			\$(26.11)
Stronghold Warranty, Tech., & Safety (0.30% Applies to all line item types.):			\$(10.88)
Stronghold Overhead (10.00% Applies to all line item types.):			\$(362.60)
Stronghold Profit (10.00% Applies to all line item types.):			\$(362.60)
<b>Grand Total:</b>			<b>\$(4,385.19)</b>

**PCO # 012: CE #038 - Masonry Infill- Spray Foam**

#	Budget Code	Description	Amount
1	07-240.3 SPRAY INSULATION.Subcontractor	Spray Foam Infill	\$5,250.00



#	Budget Code	Description	Amount
2	07-240.3 SPRAY INSULATION.Subcontractor	DC-315 Intumescent Coating	\$1,250.00
<b>Subtotal:</b>			<b>\$6,500.00</b>
Stronghold Insurance (0.72% Applies to all line item types.):			\$46.80
Stronghold Warranty, Tech., & Safety (0.30% Applies to all line item types.):			\$19.50
Stronghold Overhead (10.00% Applies to all line item types.):			\$650.00
Stronghold Profit (10.00% Applies to all line item types.):			\$650.00
<b>Grand Total:</b>			<b>\$7,866.30</b>

The original (Contract Sum)	\$875,334.00
Net change by previously authorized Change Orders	\$65,065.77
The contract sum prior to this Change Order was	\$940,399.77
The contract sum would be changed by this Change Order in the amount of	\$13,930.09
The new contract sum including this Change Order will be	\$954,329.86
The contract time will be increased by this Change Order by 13 days.	

APPROVED as to form and legality this 24 day of August, 2023.

  
 Heather Poole, Assistant City Attorney

**Buddy Caldwell (The McKinney Partnership)**


**City of Norman**


**Stronghold Construction LLC**

201 West Gray  
Norman, Oklahoma 73069

3431 N. MacArthur Blvd  
Warr Acres, Oklahoma 73122

  
 SIGNATURE 6/17/23  
 DATE

  
 SIGNATURE DATE

  
 SIGNATURE 6/16/23  
 DATE



**PCCO #005**

Stronghold Construction, LLC.  
 121 W. Main Suite 100  
 Moore, Oklahoma 73160  
 Phone: (405) 432-2225

Project: 23-002 - Norman Transit Center  
 318 E. Comanche Street  
 Norman, Oklahoma 73069

**Prime Contract Change Order #005: Additional Framing & Driver Lounge**

<b>TO:</b>	City of Norman 201 West Gray Norman, Oklahoma 73069	<b>FROM:</b>	Stronghold Construction, LLC. 121 W. Main Suite 100 Moore, Oklahoma 73160
<b>DATE CREATED:</b>	6/20/2023	<b>CREATED BY:</b>	Kathryn Menefee (Stronghold Construction, LLC.)
<b>CONTRACT STATUS:</b>	Pending - Proceeding	<b>REVISION:</b>	0
<b>DESIGNATED REVIEWER:</b>	Kathryn Menefee (Stronghold Construction, LLC.)	<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>SCHEDULE IMPACT:</b>	3 days	<b>EXECUTED:</b>	No
<b>REVISED SUBSTANTIAL COMPLETION DATE:</b>	09/19/2023	<b>SIGNED CHANGE ORDER RECEIVED DATE:</b>	
<b>CONTRACT FOR:</b>	Norman Transit Center K-2223-72:PO 23009712	<b>TOTAL AMOUNT:</b>	\$6,001.38

**DESCRIPTION:**

CE #039 - Old Teller Window Storefront Framing

Provide and install metal stud framing needed to provide structural support for new storefront in waiting room. Delete framing and drywall shown on Detail 02/A7.1. Add framing and drywall needed at Door 102 entry wall. (No Cost Change)

CE #053 - Extra Structural Support for Countertops in Driver's Lounge

Provide and install 2 pony wall posts. Provide 3 posts total at 5'OC. Provide and install 3/4" Plywood backing as support for millwork. Provide and install additional 10" of framing for a 42" final wall height. Provide and install Nevamar VA 5002T - Easy Elegance Countertops in Drivers Lounge. Nevamar VA 5002T - Easy Elegance Wall Cap on Driver Lounge / Stairwell Wall

**ATTACHMENTS:**

[CO#3 - Storefront Framing.docx](#), [CO#4 - Pony Wall Reinforcement-Revised.docx](#), [CO#5 - Extend Pony Wall-Revised\\_.docx](#)

**POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:**

PCO #	Title	Schedule Impact	Amount
013	Framing Additions and Driver Lounge Area	3 days	\$6,001.38
<b>Total:</b>			<b>\$6,001.38</b>

**CHANGE ORDER LINE ITEMS:**

**PCO # 013: Framing Additions and Driver Lounge Area**

#	Budget Code	Description	Amount
1	09-200.3 DRYWALL SUBCONTRACTOR.Subcontractor	Additional Framing at Storefront	\$655.00
2	09-200.3 DRYWALL SUBCONTRACTOR.Subcontractor	Pony Wall Reinforcing	\$1,120.00
3	09-200.3 DRYWALL SUBCONTRACTOR.Subcontractor	Increase Pony Wall Height	\$804.00



**PCCO #005**

#	Budget Code	Description	Amount
4	06-400.3 SOLID SURFACE COUNTERS.Subcontractor	Add Wall Cap and Counterlops	\$2,380.00
<b>Subtotal:</b>			<b>\$4,959.00</b>
Stronghold Insurance (0.72% Applies to all line item types.):			\$35.70
Stronghold Warranty, Tech., & Safety (0.30% Applies to all line item types.):			\$14.88
Stronghold Overhead (10.00% Applies to all line item types.):			\$495.90
Stronghold Profit (10.00% Applies to all line item types.):			\$495.90
<b>Grand Total:</b>			<b>\$6,001.38</b>

The original (Contract Sum)	\$875,334.00
Net change by previously authorized Change Orders	\$78,995.88
The contract sum prior to this Change Order was	\$954,329.88
The contract sum would be changed by this Change Order in the amount of	\$6,001.38
The new contract sum including this Change Order will be	\$960,331.24
The contract time will be increased by this Change Order by 3 days.	
The Revised Substantial Completion Date will be	9/19/2023

APPROVED as to form and legality this 24 day of August, 2023.

Heather Poole, Assistant City Attorney

**Buddy Caldwell (The McKinney Partnership)**

**City of Norman**

**Stronghold Construction, LLC.**

201 West Gray  
Norman, Oklahoma 73069

121 W. Main Suite 100  
Moore, Oklahoma 73160

DocuSigned by:

*Buddy Caldwell*

8/5/2023

SIGNATURE

DATE

SIGNATURE

DATE

DocuSigned by:

58767 Stronghold Construction : Each

SIGNATURE

DATE

