

**INDIAN RIVER COUNTY, FLORIDA
MEMORANDUM**

CONSENT

TO: Jason E. Brown, County Administrator

THROUGH: Richard B. Szpyrka, P.E., P.E., Public Works Director
James Ennis, P.E., Assistant Public Works Director

FROM: Michael Heller, Project Specialist

SUBJECT: Change Order No. 1, Indian River County Tax Collector's Office Expansion,
IRC-2030

DATE: June 20, 2022

DESCRIPTION AND CONDITIONS

On April 8, 2021, a purchase order was issued to Edlund, Dritenbas, Binkley Architects & Associates, P.A. ("EDB") for design improvements to the IRC Human Resources Office to include closing off the lobby area and creating private offices. Upon completion of the design, staff contacted several contractors to provide quotes to construct the renovations in the Human Resources Department. Don Hinkle Construction Company, LLC., provided a quote of \$91,157.40 to perform the renovations within the Human Resources Office to accommodate additional staff for operational needs. The second quote was from Thompson's Remodeling, Inc., at \$116,320.

On January 18, 2022 the Board of County Commissioners awarded Bid No. 2022018 to Don Hinkle Construction Company, Inc. (DHC) for the Tax Collector's Office Expansion in the amount of \$523,062.36 for the remodel and addition of approximately 1,450 S.F. enclosure of an existing covered patio. A notice to proceed was issued on June 20, 2022 with a contract time of 150 days to final completion. The design plans and specifications for this expansion were also prepared by EDB.

DHC is currently performing the same type and scope of work for the expansion of the Tax Collectors Office. As such, staff is requesting to issue Change Order No. 1 in the amount of \$91,157.40 to the existing contract to incorporate the improvements for the Human Resource Office into the current contract with DHC. The new contract amount will be \$614,219.76 with no additional contract time required.

The General Conditions of the contract state "without invalidating the Agreement and without notice to any surety, OWNER may, at any time or from time to time, order additions, deletions, or revisions in the Work by a Written Amendment, a Change Order, or a Work Change Directive." There are no prohibitions in Florida Statute or the Purchasing Manual for a work order at this level of cost.

FUNDING

Funding for Change Order No. 1 is available in Account No. 31522019-066510-20036/Optional Sales Tax/Administration Building B Expansion in the amount of \$91,157.40.

RECOMMENDATION

Staff recommends approving Change Order No. 1 authorizing the \$91,157.40 increase to the contract with DHC and authorizing the Public Works Director to sign Change Order No.1 on behalf of the Board. The new total contract price will be \$614,219.76.

ATTACHMENTS

Change Order No. 1

AGENDA ITEM FOR JULY 5, 2022