

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** Engineering and Construction Management

**AGENDA DATE:** April 8, 2014

**CONTACT PERSON NAME AND PHONE NUMBER:** Irene D. Ramirez, P.E., Interim City Engineer, 212-1831  
Jay Banasiak – Sun Metro Director, 534-5810

**DISTRICT(S) AFFECTED:** 3

**SUBJECT:**

That the City Council approves the expenditure of additional available funding in the amount of Two Hundred Eighty Nine Thousand Two Hundred Seventy Three and 48/100 Dollars (\$289,273.48) to Urban Associates, Inc. for additional construction costs for the Sun Metro Operations and Maintenance Facility, Solicitation No 2012-074. The change order provides for the architectural features, rough carpentry, sidewalks and fire suppression systems for the previously approved 6,000 square foot addition to the project, thereby adding 126 days to the contract time. The new contract sum, including this change order is Twenty Nine Million Eight Hundred Fifty Seven Thousand Four Hundred Forty Two and 08/100 (\$29,857,442.08).

**BACKGROUND / DISCUSSION:**

Sun Metro administration staff was scheduled to be relocated to a leased space, which would ultimately incur more expense and inconvenience for staff and general public. Building an addition to the new facility allows administration staff to be located at the same site, thus providing more efficient customer service and reduce expense on leases, travel, and time. The expansion will have offices, conference rooms, restroom and storage.

**PRIOR COUNCIL ACTION:**

City Council awarded contract number 2012-074 on February 14, 2012.

**AMOUNT AND SOURCE OF FUNDING:**

Total estimated amount \$289,273.48 - 2009 Certificates of Obligation

**BOARD / COMMISSION ACTION:**

N/A

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\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**



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(If Department Head Summary Form is initiated by Purchasing, client department should sign also)  
Information copy to appropriate Deputy City Manager

## RESOLUTION

### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the City Council approves the expenditure of additional available funding in the amount of Two Hundred Eighty Nine Thousand Two Hundred Seventy Three and 48/100 Dollars (\$289,273.48) to Urban Associates, Inc. for additional construction costs for the Sun Metro Operations and Maintenance Facility, Solicitation No 2012-074. The change order provides for the architectural features, rough carpentry, sidewalks and fire suppression systems for the previously approved 6,000 square foot addition to the project, thereby adding 126 days to the contract time. The new contract sum, including this change order is Twenty Nine Million Eight Hundred Fifty Seven Thousand Four Hundred Forty Two and 08/100 (\$29,857,442.08).

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2014.

CITY OF EL PASO:

\_\_\_\_\_  
Oscar Leaser,  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen,  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Cynthia Osborn  
Assistant City Attorney

APPROVED AS TO CONTENT

\_\_\_\_\_  
Irene D. Ramirez, P.E.  
Interim City Engineer

# CITY OF EL PASO CONSTRUCTION CHANGE ORDER

CONSTRUCTION CHANGE ORDER NO.:

29

DATE:

March 20, 2014

PROJECT:

Sun Metro Operations &amp; Maintenance Facility

SOLICITATION NO.

2012-074

☒

SCOPE CHANGE

☐ CONSTRUCTION CHANGE

Original Contract Amount: \$ 27,435,000.00  
Net Change by previous Change Orders: \$ 2,133,168.60  
Net Change by previous Construction Quantity Notices: \$ -  
Amount of this Construction Change Order: \$ 289,273.48  
New Amended Contract Amount: \$29,857,442.08  
Change Order Percentage: 8.83%

Contract Time to Substantial Completion 412  
Total days added due to Change Orders and CQN's 249  
Total days added for this Change Order 126  
New Contract Time to Substantial Completion: 787  
Current Substantial Completion Due Date 7/31/2014

CONTRACTOR NAME:

Urban Associates Inc.

2010 Transportation CO's

Please provide a detailed scope of work of the change order (see back for reason/justification):

In order to accommodate additional personnel to the new facility a 6000 square foot addition will need to be built. The addition will house administration staff. It will include offices, storage, conference rooms, and restrooms. The addition will allow Sun Metro to have all personnel at same location rather than leasing spaces. (User Request)

CONSECUTIVE CALENDAR DAYS ADDED TO COMPLETION TIME:

126

TOTAL CHANGE ORDER AMOUNT:

\$ 289,273.48

CONTRACTOR: Urban Associates

I, Jason Sykes, of Urban Associates Inc. agree and accept the terms and conditions of this change order.

Signature:

Date: 3/20/2014

CITY OF EL PASO (OWNER)

I, Irene D. Ramirez, P.E. of the City of El Paso hereby authorize and direct the Contractor to proceed with additional work as described in this form.

Signature:

Irene D. Ramirez, P.E., Interim City Engineer

Date:

# CITY OF EL PASO CONSTRUCTION CHANGE ORDER- Pg. 2

CONSTRUCTION CHANGE ORDER NO.: 29 DATE: March 20, 2014

PROJECT: Sun Metro Operations & Maintenance Facility SOLICITATION NO. 2012-074

<input checked="" type="checkbox"/>	SCOPE CHANGE
<input type="checkbox"/>	CONSTRUCTION CHANGE

Project Number PCP09MT0080  
 Class 28300  
 Department 190  
 Fund 4710  
 Account 5080270

Project Number PCP09MT0080 PURCHASE ORDER # 1300000278  
 Class 28330  
 Department 190  
 Fund 4530  
 Account 580270

CONTRACTOR NAME: Urban Associates Inc. 2010 Transportation CO's

**PROVIDE REASON/JUSTIFICATION FOR CHANGE ORDER:**

In order to accommodate additional personnel to the new facility a 6000 square foot addition will need to be built. The addition will house administration staff. It will include offices, storage, conference rooms, and restrooms. The addition will allow Sun Metro to have all personnel at same location rather than leasing spaces. (User Request)

CONSECUTIVE CALENDAR DAYS ADDED TO COMPLETION TIME: 126 TOTAL CHANGE ORDER AMOUNT: \$ 289,273.48

Project Manager recommends approval: *Yell T. Summers* 3/20/14

Engineering Division Manager recommends approval: \_\_\_\_\_

Financing Department approval: \_\_\_\_\_  
 (If Required)

# REQUEST FOR PO INCREASE/DECREASE FOR CHANGE ORDER

CONSTRUCTION CHANGE ORDER NO.:

29

DATE:

March 20, 2014

PROJECT:

Sun Metro Operations & Maintenance Facility

SOLICITATION NO.

2012-074

☒ INCREASE  
☐ DECREASE

Project Number

Class

Department

Fund

Account

PURCHASE ORDER # 1300000278

CONTRACTOR NAME:

Urban Associates Inc.

2010 Transportation CO's

AS A RESULT OF THIS CHANGE ORDER, PLEASE MAKE THE FOLLOWING ADJUSTMENT TO THE PURCHASE ORDER:

LINE

ADDED AMOUNT

TOTAL NET CHANGE TO  
PURCHASE ORDER

0

(should match cost below)

Additional funding/direction:

TOTAL CHANGE ORDER AMOUNT:

\$289,273.48

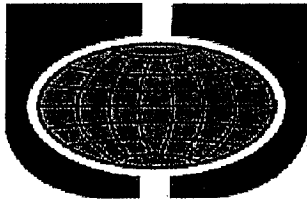
Project Manager

*Subt Shuman*

3/20/14

Engineering Division Manager recommends approval:

Contract Compliance



**Urban Associates Inc.**  
**1400 Geronimo Drive El Paso, TX 79925**

March 13, 2014

Serial Letter No. 171-186

ECM International, Inc.  
404 Executive Center Blvd.  
El Paso, Texas 79902

Attn: Arturo A. Gonzalez, RA  
Project Manager;  
Gilbert Guerrero, City of El Paso  
Project Manager

Re: Sun Metro Operations &  
Maintenance Facility Project  
6,000 SF Addition – Gap Funding for Architectural and Fire Suppression

Gentlemen:

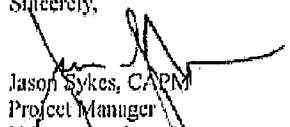
In the continued effort to expedite the addition at the above referenced project site, Urban has proposed an updated budget and revised construction schedule to aid the owner in their move-in needs. We have previously provided a budget for this addition and are proposing the enclosed scope for the architectural features, rough carpentry, sidewalks and fire suppression systems for your approval and necessary funding to complete the addition.

The attached breakout proposal and subcontractor proposals include the necessary labor, materials and equipment to complete the work and include the remaining Division 1 General Requirements; Section 05 50 00 Metal Fabrications - Miscellaneous Steel Erection; Section 06 10 53 Miscellaneous Rough Carpentry; Section 06 40 23 Interior Architectural Woodwork; Section 07 57 00 Coated Foam Roofing; Section 07 92 00 Joint Sealants & Waterproof; Section 08 11 13 Hollow Metal Doors and Frames; Section 08 80 00 Glazing; Section 09 30 00 Tiling; Section 10 14 00 Signage Erection; Section 10 21 13 Toilet Compartments; Section 10 28 00 Toilet, Bath, and Laundry Accessories; Section 10 44 13 Fire Extinguisher Cabinets; Section 12 21 13 Horizontal Louvre Blinds; Section 12 48 13 Entrance Floor Mats and Frames; Final Clean Up; Section 33 10 00 Sidewalks and Division 21 – Fire Suppression all in accordance to drawings 5G1.1, 5.SP1.1, 5A1.1, 5A1.2, 5A1.3, 5A1.4, 5A2.1, 5A2.2, D6.1, D7.1, D8.1, & D9.1 issued by Alvidrez Architecture Inc. and 5M0.0, 5M0.1, 5M0.2, 5M1.0, 5M2.0, 5M3.0, 5M4.0, 5M4.1, 5P0.0, 5P0.1, 5P2.0, 5P3.0, 5P4.0 as Issued by Allegro Engineering and as approved by the City of El Paso. This proposal also includes a budget line item for civil work due to civil drawings not being issued at the time of this writing.

The total cost for this revised additional scope is only TWO HUNDRED EIGHTY NINE THOUSAND TWO HUNDRED SEVENTY THREE DOLLARS AND FORTY EIGHT CENTS (\$289,273.48). This work will impact the substantial completion date to the contract and at this time we are requesting that this date is extended to July 31, 2014. An immediate notice to proceed is requested for this work due to the lead times for material and shop drawing procurement.

If you have any questions or comments regarding this response please contact me at your earliest convenience at the Office (915) 772-8857 or on my cellular phone (915) 494-4642. Thank you.

Sincerely,

  
Jason Sykes, CAPM  
Project Manager  
Urban Associates Inc.  
cc: Michael Montes, President,

**Exclusions:**

At this time we are excluding any work package for the landscaping and irrigation systems to the scope due to the lack of available information and approved drawings not being issued at the time of this proposal, any amounts contained herewith are for budgetary purposes only: Section 33 40 00 Storm Drainage System. Also specifically excluded is any clean up(daily or final) in the original operations building after occupancy (Temporary or Final), temporary heat, temporary water lines, electric power lines, telephone, temporary electric, water usage, SWPPP controls, testing services, survey or security.



# **Sun Metro Operations Maintenance Facility Project**



# Project Background

- Administration Facilities were part of the original project. However, when construction estimates exceeded the project budget, the administration portion of the facility was removed
- Construction bids came in lower than expected and value engineering allowed the administration building to be re-included in the project
- On November 12, 2013 City Council approved extending the architectural contract to add design services for the 6,000 sq ft addition
- On December 10, 2013 City Council approved extending the construction management contract to mid-2014 to allow for the construction of the administration building



## Project Background, cont.

- Delays and issues developed with the Architect and sub-contractors which delayed completed drawings and ultimately actual costs
- Architectural, Civil and Structural Plans were developed first, then finally mechanical and electrical several months later
- After all plans were developed an actual cost was presented by the contractor
- Final review of the plans and costs required the change order presented today



# Change Order

- Allows completion of a 6,000 sq. foot addition to house all administrative staff
- Assures:
  - Optimal logistical operations and customer service
  - Saves money now rather than having to lease space at other locations indefinitely
  - Maximizes efficiencies in RTS and Fixed Route planning, grants administration, financial planning, safety and security, and HR functions



# Timeline for Sun Metro Move-In

- |                       |                                                                                                                                                                                   |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>April 21, 2014</b> | Sun Metro personnel will start the transition to the new Transit Operations Center (TOC)                                                                                          |
| <b>May 5, 2014</b>    | Most of Sun Metro buses will operate out of the new TOC; a small satellite facility behind the Depot will operate downtown and Westside routes to lessen deadhead hours and miles |
| <b>July 31, 2014</b>  | Administrative building addition to the main Operations building at the TOC will be complete                                                                                      |



# Cumulative Project Costs

Current Contract Amount	\$29,568,168.60
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Amount of this Construction Change Order	<u>+ \$289,273.48</u>
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Requested Amended Contract Amount	\$29,857,442.08
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*Additional 126 days will be added for this change order*  
*Substantial Completion Due Date for Addition: July 31, 2014*



## *Questions/Comments*