



"OUR CHILDREN – OUR FUTURE"

## ***Ravenswood City School District***

### **ADMINISTRATIVE OFFICE**

2120 Euclid Avenue, East Palo Alto, California 94303  
(650) 329-2800 Fax (650) 325-3015

#### *Board Members:*

Tamara Sobomehin, President  
Stephanie Fitch, Vice President  
Marielena Gaona- Mendoza, Clerk  
Ana Maria Pulido, Member  
Sharifa Wilson, Member

Ms. Gina Sudaria

*Interim Superintendent*

**Date:** November 14, 2019

**To:** Honorable Board of Trustees

**From:** Ms. Gina Sudaria, Interim Superintendent

**Re:** Consideration to Approve Change Order #1 to the Contract with Lewis & Tibbitts, Inc. for the Willow Oaks Kindergarten Playground Equipment and Site Work

#### **QUICK SUMMARY/ABSTRACT:**

RCSD Administration in conjunction with SVA Architects requested a design change relating to the lime treatment of the soil under the driveway resulting in the need to repair the irrigation lines under the driveway.

Lewis & Tibbitts began construction in July of 2019. The design required the contractor to excavate deep sections of soil under the driveway in order to lime treat. During excavation, they discovered shallow irrigation lines that were unintentionally damaged in the process. The contractor was required to install new irrigation under the driveway. Based on the review and discussions of the proposal received (PCO #2), the recommendation is to award Change Order #1 to the contract with Lewis & Tibbitts, Inc. in the amount of \$ 2,868.59.

#### **RATIONALE:**

This is the next part of the continuing improvements to the Willow Oaks Elementary School campus, which one of the goals is ensuring that our students have a safe environment. The following is a brief description of the work that will be done for the campus site:

- Repair broken irrigation lines under the renovated driveway

#### **FINANCIAL IMPACT:**

The total cost of this Change Order #1 is not to exceed \$ 2,868.59, which will be funded through Measure H & S bond funds.

#### **RECOMMENDATION:**

It is recommended that the Board of Trustees approved the Change Order #1 to the contract with Lewis & Tibbitt, Inc.



RAVENSWOOD CITY SCHOOL DISTRICT



**Willow Oaks Elementary School  
Bid# 2018-19-PTN#41**

**PROPOSED CHANGE ORDER – PCO # 2**

TO: Norine Bruno DATE ISSUED: 8/1/19

FROM: Nick Benigno PRICING DUE BY: \_\_\_\_\_

**REFERENCE RFI** \_\_\_\_\_

**REFERENCE RFQ #** \_\_\_\_\_ Field Discussion 7/29

**CONSTRUCTION CHANGE DIRECTIVE #** \_\_\_\_\_

**AMOUNT \$** 2,868.59

**DESCRIPTION:** Existing Irrigation Repair Work

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**Please submit an itemized quotation for change in the contract sum and time incidental to the proposed modifications to the Contract Documents as described herein. Cost breakdown format shall be as specified including all back up documentation.**

Repair broken existing irrigation lines and wires that were too shallow and excavation subgrade.

Existing irrigation was unforeseen and unmarked after private locating completed.

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RAVENSWOOD CITY SCHOOL DISTRICT

**THIS IS NOT A CHANGE ORDER. THIS IS A DIRECTIVE TO PROCEED WITH THE WORK HEREIN DESCRIBED WHEN SIGNED BELOW.**

REQUESTED BY:

A. ☐ Architect

B. ☐ DSA Inspector

C. ☒ Contractor

D. ☐ Owner

COST IMPACT:

A. ☐ NONE

B. ☐ DEDUCT: \$ \_\_\_\_\_

C. ☒ ADD: \$ 2,868.59

TIME IMPACT:

A. ☒ NONE

B. ☐ DEDUCT \_\_\_\_\_ DAYS

C. ☐ ADD: \_\_\_\_\_ DAYS

**APPROVAL OF THE PCO BY ALL PARTIES LISTED BELOW SERVES, AS A NOTICE TO PROCEED AND PCO WILL BE FOLLOWED BY A FORMAL CHANGE ORDER.**

Contractor:

BY: 

Architect:

BY: 

District:

BY: 

Construction Manager:

BY: 

# DAILY FORCE ACCOUNT WORK REPORT

PROJECT Willow Oaks ES Kindergarten

DATE PERFORMED 7/29/2019

DATE OF REPORT 8/1/2019

WORK PERFORMED BY LEWIS & TIBBITTS INC., 1470 INDUSTRIAL AVE., SAN JOSE, CA 95112

REPORT # \_\_\_\_\_

CONTRACTOR JOB # 19151H

DESCRIPTION OF WORK Repair broken irrigation lines and wires that were too shallow and excavation subgrade

EQUIP. NO.	EQUIPMENT	HOURS	HOURLY RATE	EXTENDED AMOUNTS	P.R. NO.	LABOR	HOURS	HOURLY RATE	EXTENDED AMOUNTS
						Adrian Rangel	1	\$78.80	\$78.80
SUB-TOTAL									
<b>MATERIAL AND SUB CONTRACTOR</b>									
DESCRIPTION		NO. UNIT	UNIT COST						
Eggl Landscaping		1.00	\$2,372.94						
			SUB-TOTAL						
					SUB-TOTAL O/T				
					SUB-TOTAL REG				
					\$78.80				
<b>RENTED EQUIPMENT</b>									
DESCRIPTION		NO. UNIT	UNIT COST						
			SUB-TOTAL						
					Added Percentage O/T - (Insurance & Taxes)				
					12%				
					Added Percentage Regular - (Insurance & Taxes)				
					12%				
					Subsistence NO. _____ @ _____				
					Travel Expense NO. _____ @ _____				
					Other _____				
					Total Cost of Labor (A)				
					\$88.26				
					Total Cost of Contractor Owned Equip, Material and Subs (B)				
					\$2,372.94				
					Total Cost of Rented Equipment (C)				
					15% On Labor (A)				
					\$13.24				
					15% On Contractor Owned Equip, Material and Subs (B)				
					\$355.94				
					15% On Rented Equipment (C)				
					Subtotal				
					\$2,830.38				
					1.35% Bond Fee				
					\$38.21				
					<b>TOTAL THIS REPORT</b>				
					\$2,868.59				

CONTRACTOR'S REPRESENTATIVE \_\_\_\_\_

OWNER REPRESENTATIVE \_\_\_\_\_

15% On Labor (A) \$13.24

15% On Contractor Owned Equip, Material and Subs (B) \$355.94

15% On Rented Equipment (C)

Subtotal \$2,830.38

1.35% Bond Fee \$38.21

**TOTAL THIS REPORT \$2,868.59**

**Eggl Landscape Contractors, Inc.**

3585 Haven Ave, Ste G  
Menlo Park, CA 94025

Phone: 6503690303

Fax: (650) 365-1789

DATE	INVOICE #
7/30/2019	3865-200-01
PO #	

**Request for Change Order****BILL TO**

Lewis & Tibbitts, Inc.  
1470 Industrial Ave,  
San Jose, CA 95112

JOB PHONE: 408-925-0220

**SHIP TO**

3865 - Willow Oaks Kinder  
Willow Oaks ES Kindergarten  
Playground Modification  
620 Willow Rd  
Menlo Park, CA 94025  
JOB FAX: 408-925-0245

Scope of Work				Work completed thru
T&M				7/29/19
Quantity	U/M	Unit Price	Description	TOTAL
			Repair broken irrigation lines & wires that were to shallow and in the way of the excavation	
200	lf	0.14	Valve Wire	28.00
4	ea	1.96	2" 45s	7.84
20	lf	0.83	2" Schedule 40 Pipe	16.60
30	ea	2.23	3M DBY Splices	66.90
10	ea	0.43	1 ." PVC Fitting caps	4.30
6	ea	0.46	1" 90	2.76
0.5		554.07	Trencher RT45	277.04
13	hr	97.00	Landscape Laborer	1,261.00
6.5	hr	109.00	Landscape foreman	708.50
<b>Payable to: Eggl Landscape Contractors, Inc.</b>				<b>Payments/Credits</b>
				\$0.00
				<b>Balance Due</b>
				<b>\$2,372.94</b>
<b>Approved By:</b>				
E-mail jstaana@egglilandscape.com			Web Site www.egglilandscape.com	



SINCE 1956

STATE LICENSE NO. 592807

3609

The following work in connection with the order will result in additional cost to the Base Contract.

JOB NO.:

3862

DESCRIPTION OF WORK: Repair broken together lines & wires that were too shallow and in the way of the excavator

QTY	UNITS	MATERIALS
200	ft	Valve wire
4		2" 45's
20	St	2" sch 40
30		3M DBY Splitter
10		1" caps
6		1" 90's

QTY	UNIT	EQUIPMENT
1/2	Day	Trencher RT45
		Subsoiler

QTY	UNIT	LABOR
6-5	hrs	Loc. &
6-5	hrs	Formin
6-5	hrs	Foreman Sergeant
		Superintendent
		Project Manager

[illegible]

*Work to be completed concurrent with base contract scope of work; otherwise each additional mobilization will be an added charge.*

### WORK COMPLETED AND APPROVAL

7. <sup>Super</sup> Adm. Pol. Exerts time only