



"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 Belle Haven Kindergarten Playground Equipment and Site Work

QUICK SUMMARY/ABSTRACT:

RCSD Administration in conjunction with SVA Architects requested a design change relating to landscaping and irrigation on the northern section of the playground

Lewis & Tibbitts began construction in June of 2019. There were necessary design changes required during construction to ensure safety in that area due to the discovery of existing shallow and broken irrigation lines and wires. Based on the review and discussions of the proposals received, the recommendation is to award Change Order #1 to the contract with Lewis & Tibbitts, Inc. in the amount of \$42,078.00.

- PCO #1: Additional costs per CCD#2 and CCD#3 and soils report = \$ 38,853.00
- PCO #2: Additional costs per CCD#4 = \$ 3,225.00
- Total = \$ 42,078.00

RATIONALE:

This is the next part of the continuing improvements to the Belle Haven 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:

- Landscaping and irrigation changes due to plan revisions
- Additional potholing for existing utilities to determine conflicts
- Repair broken irrigation lines and wiring

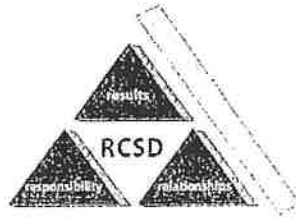
FINANCIAL IMPACT:

The total cost of this Change Order #1 is not to exceed \$ 42,078.00, 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



BelleHaven Elementary School
Bid# 2018-10-PTN#40
PROPOSED CHANGE ORDER – PCO # 01

TO: Norine Bruno DATE ISSUED: 8/23/19

FROM: Nick Benigno PRICING DUE BY: _____

REFERENCE RFI 5

REFERENCE RFQ # _____

CONSTRUCTION CHANGE DIRECTIVE # 2 & 3

AMOUNT \$ 38,853

DESCRIPTION: Additional costs per CCD#2 and CCD#3 and soils report

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.

Additional costs associated with CCDs 2 and 3 relating to landscaping and irrigation.

Additional costs for potholing shallow existing utilities to determine potential conflicts. Delay associated with issuance of redesign.

RAVENSWOOD CITY SCHOOL DISTRICT

Additional labor and material costs for subgrade prep per soils report

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: \$39,853

TIME IMPACT:

A. ☐ NONE

B. ☐ DEDUCT _____ DAYS

C. ☒ ADD: 16 _____ 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: 

INSPECTION REQUEST#: _____



1470 INDUSTRIAL AVENUE SAN JOSE, CALIFORNIA 95112

main: (408) 925-0220

www.digLT.com

fax: (408) 925-0240

August 23, 2019

Project: Belle Haven Elementary School Kindergarten Play Area Renovation

Ravenswood City School District

2120 Euclid Avenue,
E. Palo Alto, CA 94303

Attn: Ms. Norine Bruno

Telacu Construction Management

Scope of work: Site Plan Changes per CCD#2 and CCD#3, Additional Potholing for Existing Utilities, Subgrade Prep per Soils Report

- Landscaping and irrigation changes due to plan revisions in CCD#2 and CCD#3
- Additional potholing for existing utilities to determine conflicts prior to redesigns
- Additional time to work around existing shallow utilities in northern portion of play area
- Additional labor and AB material under site concrete per recommendation in soils report

Total Price \$38,853

Thanks,

Nick Benigno

Lewis & Tibbitts Inc.

California Contractor License # 281666

A - General Contractor, C10 - Electrical, C36 - Plumbing, & C42 - Sanitation System

Lewis and Tibbitts, Inc. is an Equal Opportunity Employer

Lewis & Tibbitts, Inc.

1470 Industrial Ave.
San Jose, CA 95112
Telephone (408) 925-0220

DATE:
P.O. #:
ESTIMATE#: 0

Telacu Construction Management
Attn: Norine Bruno

Customer#:
L & T Job # 19145H
Timesheet: 1

DESCRIPTION	AMOUNT
Exhibit "A" Billing	
Description: Potholing shallow utilities to determine conflicts prior to redesign	
Location: Belle Haven	
Labor Total:	\$ 13,808.67
Material Total:	\$
Total Amount Due:	\$ 13,808.67

Remit To: Lewis & Tibbitts, Inc
1470 Industrial Avenue
San Jose, CA 95112

1

[illegible]

TIME SHEET #

[illegible][illegible]

RENTAL EQUIPMENT					
QUANTITY	DESCRIPTION	TAG #	RATE	UNIT	TOTAL
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
RENTAL EQUIPMENT:					\$ -
Rental Equipment Markup 15%:					\$ -
Total Rental Equipment					\$ -

[illegible]

Exhibit Work Order #1 Summary			
	Labor		\$ 9,389.52
	Equipment		\$ 4,235.22
	Rental Equipment		\$ -
	Subcontractors		\$ -
	Subtotal		\$ 13,624.74
	Bond Fee (1.35%)		\$ 183.93
	TOTAL LABOR COST		\$ 13,808.67

INVOICE

INVOICE NO.

Lewis & Tibbitts, Inc.

1470 Industrial Ave.
San Jose, CA 95112
Telephone (408) 925-0220

DATE:
P.O. #:
ESTIMATE#: 0

Telacu Construction Management
Attn: Norine Bruno

Customer#:
L & T Job # 19145H
Timesheet: 2

DESCRIPTION	AMOUNT
Exhibit "A" Billing	
Description: Landscaping and Irrigation Changes (EGGLI)	
Location: Belle Haven	
Labor Total:	\$ 5,425.52
Material Total:	\$ -
Total Amount Due:	\$ 5,425.52

Remit To: Lewis & Tibbitts, Inc
1470 Industrial Avenue
San Jose, CA 95112

2

ADDRESS (S): Belle Haven

TIME SHEET #	2	DATE(S):
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ID #	LABOR:* Name	Craft	ST Hours	OT Hours	ST Rate	OT Rate	Total
							\$ -
							\$ -
							\$ -

* Labor wage rates include union fringe benefits.

LABOR:
 Labor Markup 15%:
TOTAL LABOR:

ID #	EQUIPMENT:				
	QUANTITY	DESCRIPTION	RATE	UNIT	TOTAL
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
EQUIPMENT:					\$ -
Equipment Markup 15%:					\$ -
Total Equipment					\$ -

RENTAL EQUIPMENT					
QUANTITY	DESCRIPTION	TAG #	RATE	UNIT	TOTAL
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
			\$ -		\$ -
RENTAL EQUIPMENT:					\$ -
Rental Equipment Markup 15%:					\$ -
Total Rental Equipment					\$ -

ID #	SUBCONTRACTORS
	QUANTITY DESCRIPTION RATE UNIT TOTAL
	1 CCD#2 Changes (Credit) \$ (2,022.00) LS \$ (2,022.00)
	1 CCD#3 Changes \$ 6,677.00 LS \$ 6,677.00
	\$ - \$ -
	\$ - \$ -
	\$ - \$ -
	\$ - \$ -
	\$ - \$ -
	\$ - \$ -
	\$ - \$ -
	SUBCONTRACTORS: \$ 4,655.00
	Subcontractor Markup 15%: \$ 698.25
	Total Subcontractors: \$ 5,353.25

Exhibit Work Order #2 Summary			
	Labor		\$ -
	Equipment		\$ -
	Rental Equipment		\$ -
	Subcontractors		\$ 5,353.25
	Subtotal		\$ 5,353.25
	Bond Fee (1.35%)		\$ 72.27
	TOTAL LABOR COST		\$ 5,425.52

EGGLI LANDSCAPE CONTRACTORS, INC.
3585 HAVEN AVE., STE. G
MENLO PARK, CA 94025
(650) 369-0303 FAX (650) 369-0327

REQUEST FOR CHANGE ORDER

To:	<u>Lewis and Tibbits</u>	Date:	<u>8/22/2019</u>
Attn:	<u>Nicholas Benigno</u>	From:	<u>Kara Haugen</u>
Phone:	<u></u>	RE:	<u>CCD #02</u>
Fax:	<u></u>		<u></u>

PROJECT: Belle Haven ES Kindergarten
RCO #: 3855-100-01R1

Nicholas,
Per CCD #02, changes are:

1,874 sf landscape area and planting added (includes 300 sf new sod):

Add: Soil prep, amendments	\$	1,613.00
Add: 1,430 sf sod; shovel cut at 300 sf	\$	1,349.00
Add: 6.9 yards mulch	\$	406.00
(11) 5-gal shrubs	\$	340.00

Planting Deleted:

(-1) 24" box tree, stakes/ties, root barrier	\$	(531.00)
(-6) 15-gal shrubs	\$	(668.00)

Irrigation Changes:

Add (1) 2" OmniT2 submeter	\$	2,509.00
Credit 1.5" Netafim Hydrometer	\$	(1,426.00)
Add Master Valve and Flow Sensor	\$	1,445.00
Add (1) 1" RCV	\$	383.00
Credit (1) 1" T-113 gate valve	\$	(218.00)
Add (1) 1.5" T-113 gate valve	\$	266.00
Credit (2) FB-25-PC Tree Bubblers in drain tube	\$	(98.00)
Add (5) FB-25-PC Shrub bubblers	\$	80.00
Credit (14) PGP-04 spray heads	\$	(443.00)
Add (12) I-20-04 spray heads	\$	371.00
Main line/lateral line/sleeving	\$	(270.00)
Adjust lateral line/spray heads at new sod	\$	698.00

OH&P 15%	\$	871.00
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Total:	\$	6,677.00
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*For additional clarifications, inclusions and exclusions please refer to contract

*Work to be completed concurrent with base contract scope or each additional mobilization will be an added charge of \$450.00.

*Any deposits or payments required by Suppliers or Manufacturers shall be required from the Owner or General Contractor prior to ordering.

WORK WILL NOT COMMENCE UNTIL A CHANGE ORDER IS RECEIVED.

APPROVAL: _____

EGGLI LANDSCAPE CONTRACTORS, INC.
3585 HAVEN AVE., STE. G
MENLO PARK, CA 94025
(650) 369-0303 FAX (650) 369-0327

REQUEST FOR CHANGE ORDER

To: <u>Lewis and Tibbits</u>	Date: <u>8/21/2019</u>
Attn: <u>Nicholas Benigno</u>	From: <u>Kara Haugen</u>
Phone: _____	RE: <u>CCD #03</u>
Fax: _____	_____

PROJECT Belle Haven ES Kindergarten
RCO #: 3855-100-02R1

Nicholas,
Per CCD #03, changes are:*

Credit, 1,405 sf sod		
Soil prep, amendments	\$	(554.00)
Credit: 1405 sf sod	\$	(1,105.00)
Irrigation Changes:		
Credit main line and trenching	\$	(185.00)
Credit lateral line and trenching	\$	(461.00)
Add 30 lf sleeving	\$	547.00
OH&P 15%	\$	(264.00)
Total:	\$	<u>(2,022.00)</u>

*Changes are based off of CCD02 plans; in order to be approved, RCO #1 (CCD02) must be approved as well

*For additional clarifications, inclusions and exclusions please refer to contract

*Work to be completed concurrent with base contract scope or each additional mobilization will be an added charge of \$450.00.

*Any deposits or payments required by Suppliers or Manufacturers shall be required from the Owner or General Contractor prior to ordering.

WORK WILL NOT COMMENCE UNTIL A CHANGE ORDER IS RECEIVED.

APPROVAL: _____

Lewis & Tibbitts, Inc.

1470 Industrial Ave.
San Jose, CA 95112
Telephone (408) 925-0220

DATE:
P.O. #: 0
ESTIMATE#: 0

Telacu Construction Management
Attn: Norine Bruno

Customer#:
L & T Job # 19145H
Timesheet: 3

DESCRIPTION	AMOUNT
Exhibit "A" Billing	
Description: Additional subgrade prep and AB per geotech report/recommendation Additional Layout for redesigned playground and storm drain	
Location: Belle Haven	
Labor Total:	\$ 18,313.60
Material Total:	\$ 1,304.21
Total Amount Due:	\$ 19,617.81

Remit To: Lewis & Tibbitts, Inc
1470 Industrial Avenue
San Jose, CA 95112

3

ADDRESS (S):

TIME SHEET #

* Labor wage rates include union fringe benefits.

EQUIPMENT:
Equipment Markup 15%:
Total Equipment

RENTAL EQUIPMENT:
Rental Equipment Markup 15%:
Total Rental Equipment

SUBCONTRACTORS:
Subcontractor Markup 15%:
Total Subcontractors:

Exhibit Work Order #3 Summary

Lewis & Tibbitts, Inc.

Material Invoice Sheet

P.O. #
L & T JOB # 19145H

DESCRIPTION: Additional subgrade prep and AB per geotech report/recommendation
Additional Layout for redesigned playground and storm drain

LOCATION: Belle Haven

[illegible]

Material Subtotal	\$	1,024.25
Tax 9.25%	\$	94.74
Subtotal	\$	1,118.99
Markup 15%	\$	167.85
Subtotal:	\$	1,286.84
Bond Fee 1.35%:	\$	17.37
Material Total:	\$	1,304.21

RAVENSWOOD CITY SCHOOL DISTRICT



BelleHaven Elementary School
Bid# 2018-10-PTN#40
PROPOSED CHANGE ORDER – PCO # 02

TO: Norine Bruno DATE ISSUED: 10/2/19

FROM: Nick Benigno PRICING DUE BY: _____

REFERENCE RFI _____

REFERENCE RFQ # _____

CONSTRUCTION CHANGE DIRECTIVE # 4

AMOUNT \$ 3,225

DESCRIPTION: Additional costs per CCD#4

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.

Additional costs associated with CCD 4 and rearranging existing gate per field discussion

RAVENSWOOD CITY SCHOOL DISTRICT

Additional labor and material costs for subgrade prep per soils report

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: \$3,225

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: 

INSPECTION REQUEST#: _____



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October 2, 2019

Project: Belle Haven Elementary School Kindergarten Play Area Renovation

Ravenswood City School District

2120 Euclid Avenue,
E. Palo Alto, CA 94303

Attn: Ms. Norine Bruno

Telacu Construction Management

Scope of work: Landscaping and Striping Changes Per CCD04, Existing Gate Changes

- Striping, Landscaping and Irrigation changes due to plan revisions in CCD#4
- Costs associated with removal of rehanging existing gate to move hinges to opposite post, existing concrete patch work.

Total Price \$3,225.00

Thanks,

Nick Benigno

Lewis & Tibbitts Inc.

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D #† hqhuda# rgwudfwr;F 43#† hchfwulfdq#F 69#† Socp elqj (#) #F 75#† Vdqldwlrq#† |whp †

Ohz l#qg#Nleelw/LqfLwq#† txdqR ssruwql#† ip sa|hut#