



# Construction Contract Change Order Form

### Project Information

<b>Project Manager</b> Truman D. "Trip" Sharp, III	<b>Department</b> PW / Engineering	<b>Date</b> 10/17/19
<b>Project Name</b> STAC PHASE IV - BEAUTIFICATION	<b>Munis Project Number</b> EN18000102	
<b>Purchase Order Number</b> 21901658	<b>Entered in Munis By</b> KELLY SEWARD <i>KS</i>	
<b>Work Order Number</b>	<b>Change Order Number</b> 02	
<b>Contracting Company/Vendor</b> STRANCO, LLC	<b>Expense Account Number(s)</b> 222-460-4600-000-570130-64	
<b>Location/Council District(s)</b> STAC Phase IV - Drainage		
<b>Asset Cost - Original</b> \$ 64,189.72	<b>Asset Cost - Revised</b> \$ 72,912.72	

### Tabulation Information

Original PO / Contract Amount	\$ 539,530.00
Previous Change Order Total	\$ 31,990.72
Sub-Total	\$ 571,520.72
This Change Order Amount*	\$ 8,723.00 <i>MSW</i>
Revised PO / Contract Total	\$ 580,243.72

\*See page 3 for additional information and approvals for amounts exceeding 10% or \$150,000

### Request

It is hereby mutually agreed that when this change order has been signed by the contracting parties, the following described changes in the work required by the contract shall be executed by the contractor without changing the terms of the contact except as herein stipulated and agreed.

Project Manager/Engineer's description and explanation of proposed revision

OCT 29 2019

See attached explanation.

Date  
10/17/19

Purchase Order Number  
21901658

Vendor  
STRANCO, LLC

The proposed revision will necessitate the following changes in quantities (if applicable):

ITEM #	ITEM	UNIT	UNIT PRICE	REVISED		ORIGINAL	
				QUANTITY	AMOUNT	QUANTITY	AMOUNT
202-02-06100	Removal of Drain Line	LF	\$ 6.00	96	\$ 576.00	98	\$ 588.00
204-02-00100	Temporary Hay or Straw Bales	EA	\$ 15.00	12	\$ 180.00	70	\$ 1,050.00
204-06-00100	Temporary Silt Fencing	LF	\$ 1.50	4380	\$ 6,570.00	4810	\$ 7,215.00
S-013	Perform Ditch Excavation	LF	\$ 15.00	1776	\$ 26,640.00	1790	\$ 26,850.00
720-01-02000	Erosion Control Product, Flexible Channel Liner Type C	SY	\$ 4.00	2615	\$ 10,460.00	0	\$ 0.00
					\$ 0.00		\$ 0.00
					\$ 0.00		\$ 0.00
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					\$ 0.00		\$ 0.00
					\$ 0.00		\$ 0.00
					\$ 0.00		\$ 0.00

ADDITIONAL DAYS:	<input checked="" type="radio"/> OVER RUN or <input type="radio"/> UNDER RUN				
26	AMOUNT OF: \$ 8,723.00	TOTAL	\$ 44,426.00	TOTAL	\$ 35,703.00
ASSET: STAC Phase IV - Drainage	MUNIS PROJECT NUMBER: EN18000102	REVISED	\$ 72,912.72	ORIGINAL	\$ 64,189.72

Date	Munis Project Number	This Change Order Amount	Revised Contract Total
10/17/19	EN18000102	\$ 8,723.00	\$ 580,243.72

**Change Order Accepted and Approved By**

Contractor or Representative's Name (please print)

*Timothy MANN*

*10/22/19*

Contractor or Representative's Signature

*Timothy Mann*

Date

**STP Approvals for Change Orders**

Project Manager Truman D. "Trip" Sharp, III Jay Watson Date

*2025*

*JW*

*10-28-19*

STP Department Director Shannon Davis Date

*Shannon Davis*

*JD*

*10-29-19*

Grants Department (if applicable) Jeanne Marino Date

*J. Marino*

*10/31/19*

**Additional Information and STP Approvals for Change Orders Exceeding 10% or \$150,000**

Project Manager: brief description of original contract scope:

District Attorney - 22nd JDC District, Civil Division Date

*N/A*

Administration Date

*N/A*



**ST. TAMMANY ADVANCED CAMPUS  
STAC/CENTERPOINT BLVD PHASE IV –  
Beautification Site Work  
Bid No. 403-15-18-51-2  
RCLC Project No. 717-11**

**CHANGE ORDER NO. 2 ITEM EXPLANATIONS**

**202-02-06100, 204-02-00100, 204-06-00100, and S-013**

Due to actual field conditions, the remaining quantities were not used.

**720-01-02000**

To prevent re-silting of the southern drainage ditch, installation of a LADOTD Type C Channel Liner Flexible Erosion Control System is warranted.

**Time**

The increase in time due to weather and special events at the Technical College is 26 days.

Angela K. G. Eymard, PE  
October 21, 2019



# PROPOSAL

Proposal / Job Number: \_\_\_\_\_

Date: 15-Oct-19

Proposal Submitted To:		Billing Information:
Name	St. Tammany Parish	
Street	P.O. Box 628	
City, State, Zip	Covington LA 70434	
Contact Person	Mr. Trip Sharpe	
Phone #	(985) 898-2557	
Fax #	(985) 898-2616	

We hereby propose to perform the following services  
Provide Labor, Equipment and Materials to complete the following tasks.  
Erosion Control System Flexible Channel Liner (Type C)

2,615 S.Yds. @ \$4.00 S.Yd. = \$10,460

Add: 7 Days to Contract Time

**Total** **\$10,460**

All services are guaranteed to be as specified, and the above work to be performed in accordance with the submittals for above work and completed in a substantial workmanlike manner for the sum of \_\_\_\_\_ Dollars \$( \_\_\_\_\_ )

**Terms:** Net 30 days from date of invoice. A service charge of 1.5% per month will be added to all past due invoices. In the event that Customer shall default, Customer shall pay to Stranco, Inc on demand any and all past due amounts together with all other service charges and collection fees including attorney fees, court cost and legal expenses.  
Respectfully submitted by Stranco, Inc. Per                     *Timothy Mann*                    

### Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

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

Signature: \_\_\_\_\_

Work to Be Performed at:  
STAC IV-Change Order 2

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item	Description	Spec Book	English Metric	Unit	Quarter	QTR Num Bids	Qtr Quantity	Qtr Total	QtrMinBid	QtrMaxBid	QtrAverage	DateAdded
720-01-02000	Erosion Control System, Flexible (Channel Liner) (Type C)	16	£	SQYD	3\2019	5	1336	2975	1.25	20	2.23	10/7/2019 0:00

Note: Information provided above is the 2019 2nd Quarter LADOTD weighted averages for these commodities. Since they are averages, actual unit costs may be higher or lower. The prices quoted by the Contractor fall within cost reasonableness.



ST. TAMMANY PARISH  
PATRICIA P. BRISTER  
PARISH PRESIDENT

**WEATHER AND WORKING DAYS REPORT**

**Project Name: STAC Phase IV Beautification Site Work**  
**Project Number: 403-15-18-51-2**  
**Period Beginning: May 13, 2019**  
**Period Ending: May 31, 2019**

Day	Date	Charge/No Charge	Reason
1	05/13	Charge	
2	05/14	No Charge	No Permit
3	05/15	No Charge	No Permit
4	05/16	No Charge	No Permit
5	05/17	Charge	
6	05/18	Charge	
7	05/19	Charge	
8	05/20	No Charge	Too Wet
9	05/21	No Charge	Too Wet
10	05/22	No Charge	Too Wet
11	05/23	Charge	
12	05/24	Charge	
13	05/25	Charge	
14	05/26	Charge	
15	05/27	Charge	
16	05/28	Charge	
17	05/29	Charge	
18	05/30	Charge	
19	05/31	Charge	

\_\_\_\_\_  
Contractor's Representative

\_\_\_\_\_  
Date



ST. TAMMANY PARISH  
 PATRICIA P. BRISTER  
 PARISH PRESIDENT

**WEATHER AND WORKING DAYS REPORT**

**Project Name: STAC Phase IV Beautification Site Work**  
**Project Number: 403-15-18-51-2**  
**Period Beginning: June 1, 2019**  
**Period Ending: June 30, 2019**

Day	Date	Charge/No Charge	Reason
20	06/01	Charge	
21	06/02	Charge	
22	06/03	Charge	
23	06/04	Charge	
24	06/05	Charge	
25	06/06	No Charge	Too Wet
26	06/07	No Charge	Too Wet
27	06/08	Charge	
28	06/09	Charge	
29	06/10	Charge	
30	06/11	Charge	
31	06/12	Charge	
32	06/13	Charge	
33	06/14	Charge	
34	06/15	Charge	
35	06/16	Charge	
36	06/17	No Charge	Too Wet
37	06/18	No Charge	Too Wet
38	06/19	No Charge	Too Wet
39	06/20	Charge	
40	06/21	Charge	
41	06/22	Charge	
42	06/23	Charge	
43	06/24	Charge	
44	06/25	Charge	
45	06/26	Charge	
46	06/27	Charge	
47	06/28	Charge	
48	06/29	Charge	
49	06/30	Charge	

\_\_\_\_\_  
 Contractor's Representative

\_\_\_\_\_  
 Date





**ST. TAMMANY PARISH**  
 PATRICIA P. BRISTER  
 PARISH PRESIDENT

**WEATHER AND WORKING DAYS REPORT**

**Project Name: STAC Phase IV Beautification Site Work**  
**Project Number: 403-15-18-51-2**  
**Period Beginning: July 1, 2019**  
**Period Ending: July 31, 2019**

Day	Date	Charge/No Charge	Reason
50	07/01	Charge	
51	07/02	Charge	
52	07/03	Charge	
53	07/04	Charge	
54	07/05	Charge	
55	07/06	Charge	
56	07/07	Charge	
57	07/08	Charge	
58	07/09	Charge	
59	07/10	Charge	
60	07/11	No Charge	Too Wet
61	07/12	No Charge	Hurricane Barry
62	07/13	No Charge	Hurricane Barry
63	07/14	No Charge	Hurricane Barry
64	07/15	No Charge	Too Wet
65	07/16	No Charge	Too Wet
66	07/17	Charge	
67	07/18	Charge	
68	07/19	Charge	
69	07/20	Charge	
70	07/21	No Charge	Too Wet
71	07/22	No Charge	Too Wet
72	07/23	No Charge	Too Wet
73	07/24	Charge	
74	07/25	Charge	
75	07/26	Charge	
76	07/27	Charge	
77	07/28	Charge	
78	07/29	Charge	
79	07/30	No Charge	Too Wet
80	07/31	No Charge	To Wet

\_\_\_\_\_  
 Contractor's Representative

\_\_\_\_\_  
 Date



ST. TAMMANY PARISH  
PATRICIA P. BRISTER  
PARISH PRESIDENT

**WEATHER AND WORKING DAYS REPORT**

**Project Name: STAC Phase IV Beautification Site Work**  
**Project Number: 403-15-18-51-2**  
**Period Beginning: August 1, 2019**  
**Period Ending: August 31, 2019**

Day	Date	Charge/No Charge	Reason
81	08/01	No Charge	Too Wet
82	08/02	Charge	
83	08/03	No Charge	Too Wet
84	08/04	No Charge	Too Wet
85	08/05	No Charge	Too Wet
86	08/06	No Charge	Too Wet
87	08/07	Charge	
88	08/08	Charge	
89	08/09	Charge	
90	08/10	Charge	
91	08/11	Charge	
92	08/12	No Charge	Too Wet
93	08/13	Charge	
94	08/14	No Charge	Too Wet
95	08/15	No Charge	Too Wet
96	08/16	Charge	
97	08/17	Charge	
98	08/18	Charge	
99	08/19	No Charge	Too Wet
100	08/20	No Charge	Too Wet
101	08/21	No Charge	Too Wet
102	08/22	No Charge	Too Wet
103	08/23	Charge	
104	08/24	Charge	
105	08/25	No Charge	Too Wet
106	08/26	No Charge	Too Wet
107	08/27	No Charge	Too Wet
108	08/28	Charge	
109	08/29	Charge	
110	08/30	Charge	
111	08/31	Charge	

\_\_\_\_\_  
Contractor's Representative

\_\_\_\_\_  
Date



**ST. TAMMANY PARISH**  
 PATRICIA P. BRISTER  
 PARISH PRESIDENT

**WEATHER AND WORKING DAYS REPORT**

**Project Name: STAC Phase IV Beautification Site Work**  
**Project Number: 403-15-18-51-2**  
**Period Beginning: September 1, 2019**  
**Period Ending: September 30, 2019**

Day	Date	Charge/No Charge	Reason
112	09/01	Charge	
113	09/02	Charge	
114	09/03	Charge	
115	09/04	Charge	
116	09/05	Charge	
117	09/06	Charge	
118	09/07	Charge	
119	09/08	Charge	
120	09/09	Charge	
121	09/10	Charge	
122	09/11	Charge	
123	09/12	Charge	
124	09/13	Charge	
125	09/14	Charge	
126	09/15	Charge	
127	09/16	Charge	
128	09/17	Charge	
129	09/18	Charge	
130	09/19	Charge	
131	09/20	Charge	
132	09/21	Charge	
133	09/22	Charge	
134	09/23	Charge	
135	09/24	Charge	
136	09/25	Charge	
137	09/26	Charge	
138	09/27	Charge	
139	09/28	Charge	
140	09/29	Charge	
141	09/30	Charge	

\_\_\_\_\_  
 Contractor's Representative

\_\_\_\_\_  
 Date



**ST. TAMMANY PARISH**

**PATRICIA P. BRISTER**  
PARISH PRESIDENT

**Department of Grants**  
**Cost Analysis Worksheet**

**Part I Contract Information:**

**Name of Contractor:** Stranco, LLC

**Type of Contract (professional service, material, construction, etc.):** Construction

**Part II Cost Analysis:**

**A: Has the grantee determined that each of the cost items listed by the contractor is:**

**The cost is allowable: (See 24 CFR 570.205 - attached)**

**Explanation of determination:**

**The cost is allocable.**

**Explanation of determination:**

**The cost is reasonable.**

**Explanation of determination:** See attached historical documentation showing that the prices are within the range of previous bid or negotiated prices.

**The cost is necessary**

**Explanation of determination:**

- See attached change order scope

**B: Costs items submitted by the Project Manager to determine cost reasonableness of the costs submitted by the contractor.**

**Hourly/Daily rate with estimate of hours/days**

- Published rates schedules for the same activity from a state or federal program**
- Other historical cost data that has already been established as reasonable**
- Actual Costs and proposed profit (provide support documentation such as payrolls, etc., explanation of cost item, and justification for each cost item checked below).**

Personnel Costs: \$ \_\_\_\_

Travel Costs: \$ \_\_\_\_  
Details:

Supply Costs: \$ \_\_\_\_  
Details:

Equipment Costs: \$ \_  
\_\_\_\_\_  
Details:

Other Direct Costs: \$ \_\_\_\_  
Details:

Indirect Costs: \$ \_  
\_\_\_\_\_  
Details:

Proposed Profit \$ \_\_\_\_  
Details:

Supply Costs \$ \_

## CHANGE ORDER RECOMMENDATION FOR APPROVAL

### STAC Phase IV - BEAUTIFICATION

EN18000102

Stranco, LLC

CHANGE ORDER NO.02

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#### PUBLIC BENEFIT

- **Project Description:** Use the excavated material from the previous phase to raise the elevation of lots 3 and 4 of the STAC Development and reroute and improve drainage to the new Centerpoint Blvd drainage system.
- **Clear Statement describing the work to be completed:**
  - See Change Order Scope
- **Need for this Change Order:**
  - See Change Order Scope
- **Justification for the additional or deleted work:** See above.
- **Is the change outside of the current scope of work?**  Yes  No
- **Indicate how this scope is different:** The scope of work has not changed.
- **Was an updated wage decision required?**  Yes  No
- **If an updated wage decision was required, was it communicated to the contractor?**  Yes  No  N/A
- **Time-Line for major tasks:**
  - Percent of Construction Complete to Date: 99%
  - Substantial Completion date as of this Change Order: October 9, 2019
- **Change Order Amount:** \$8,723.00
- **Source of Funding for this Change Order:** Existing Grant Funding.
  - Costs are eligible (Completed by Grants)
  - Cost Analysis completed by Project Manager. Documentation used to determine cost reasonableness must be included with final document. Select documents included:
    - Hourly/Daily rates with estimate of hours/days
    - Published rate schedules for the same activity from a state or federal program
    - Other historical cost data that has already been established as reasonable
    - Actual costs and proposed profit (provide support documentation such as payrolls, explanation of cost item, and justification for each cost item)

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#### RECORDATION

Prepared By:

12.12.2016 Version

CHANGE ORDER RECOMMENDATION FOR APPROVAL

- Is this change order more than 10% of the original contract and more than \$10,000?  Yes  No
- Does this change order put the total % of change orders above 20% of the original contract and is it more than \$10,000?  Yes  No
- According to the Parish's CAO Administrative policy, all change orders are recorded with the Clerk of Court.

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ACTION CRITICAL

- **Objective consideration of alternatives:** None.
- I recommend approval for the above project (If not recommending for approval, please indicate a reason below, and return this to the previous signatory)



Date: 10/22/19

- Approver Name

Requested Response Date:     /     /    

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

- Approver Name

Requested Response Date:     /     /