MEMORANDUM

TO: Steve Ehmann, County Executive

FROM: Bob Schnur, Director of Finance

DATE: August 25, 2020

RE: Change Order #1 & #2 – JEMA, LLC
   RE: 19-025 Health Building Renovation Architecture and Engineering

Attached please find Change Order #1 in the amount of $12,500.00 and Change Order #2 in the amount of $43,000.00, to the contract with JEMA, LLC for vestibule design and engineering and the design and engineering for the removal of existing asbestos. This increases the total amount of the contract to $165,800.00.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract</td>
<td>$110,300.00</td>
</tr>
<tr>
<td>Change Order #1</td>
<td>$12,500.00</td>
</tr>
<tr>
<td>Change Order #2</td>
<td>$43,000.00  [50.31% aggregate increase]</td>
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</tbody>
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Total contact change order(s) exceed more than 10% of the approved contract. This change order(s) request requires approval of the County Council per 135.430 OSCCMo.

The account number that will be charged for this purchase is 7609800-47211 and 3019800-47260.

Enclosure

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TO: Members of the County Council  
Steve Ehlmann, County Executive

CC: Donna Vogt, Executive Assistant to the County Council  
Joann Leykam, Director of Administration  
John Greifzu, Assistant Director of Administration  
John Watson, County Counselor

FROM: Christine Ramsdell, Director of Facilities Management

DATE: August 17, 2020

SUBJECT: Architectural Change order #1 & #2 or the Health Building Project

There are two change orders for JEMA LLC, the architectural design firm for the County Public Health building.

**Change Order #1:** A goal of the interior renovations is to separate clinical and non-clinical services from administrative areas in order to minimize touch points and reduce the chance of the spread of COVID-19 and other infectious diseases throughout the building. In the clinical space on the first floor there will be a common waiting room. Because of the common waiting area and the narrowness of the building, the design of the new public entrance is through a vestibule which then opens into the waiting room. This vestibule allows an extended area for the public to enter and adhere to social distancing when waiting to enter the building as well as move them out of the weather when needed. The vestibule also assists in maintaining proper temperatures in the waiting room and building while improving the mechanical system efficiencies by moderating the temperature fluctuations caused by the heat of the summer or the cold of the winter.

**Change Order #2:** Additionally, the façade on the original portion of the building is at end of life and needs significant restoration or replacement. Funds were included in the 2020 capital improvements budget for repairs; however, testing discovered the presence of asbestos. The county has two options for addressing this situation. First, we could paint the material to encapsulate it safely. This would result in a repeated maintenance effort every 5-7 years. Alternatively, we can remove the asbestos material and replace the façade with an industry standard stucco material that matches the expanded building. This material would also provide insulation to an aging building. The Facilities Management Department recommends replacement and that this work be completed now while the building in not occupied.

Change order #1, totaling $12,500, will cover the vestibule design and engineering work needed to support the project under the CARES act. Change order #2, totaling $43,000, will cover JEMA’s work to design and engineer the removal of the existing asbestos, and design a new building façade to blend the original structure with the new portions of
the building. This work will be covered under Capital Improvement's and not be included in the CARES Act funding.

Overall, the work that is being proposed in these two change orders will allow the entire building and site improvements under one agreement and I am seeking Council approval. The portion of this contract that would be covered under the CARES act funding would include the vestibule addition. That portion would be $12,500. The balance of the cost, $43,000, will be funded by the County from the capital improvements fund.