MEMORANDUM

TO:       Steve Ehlmann, County Executive

FROM:     Bob Schnur, Director of Finance

DATE:     December 3, 2020

RE:       Change Order #1 – Patti Banks Associates, LLC dba Vireo
           RE: 19-152 Professional Services - Re-Design and Development of Youth Activity Park

Attached please find Change Order #1 in the amount of $219,500.00, to the agreement with Patti Banks Associates, LLC dba Vireo to provide additional construction documents for this project. This increases the total amount of the agreement to $872,237.00.

Original Contract       $ 652,737.00
Change Order #1           $ 219,500.00       [33.62% increase]

This contract change order exceeds $50,000 the originally approved contract. This change order shall require approval of the County Council as per 135.430 OSCCMo.

The account number that will be charged for this purchase is 2453300-47150

Enclosure
km
### Change Order #001

**St. Charles County**
201 N. Second Street Suite 510
St. Charles, MO 63301
636-949-7535
rgraham@ecmo.org

**TO**  
Contact Name: Ben Wagner  
Company Name: Patti Banks Associates, LLC DBA Vireo  
Address: 929 Walnut Street Suite 700  
City, ST, Zip: Kansas City, MO 64106  
Phone: (636) 777-3000

**DATE:** December 3, 2020  
**CUSTOMER ID:**

**Was this an emergency purchase?**  
NO

---

**JOB NAME/NUMBER - CONTRACT DATE**  
19-152 Youth Activity Park Re-Design and Development

**REASON FOR CHANGE ORDER**  
Change order is requested to add design development, construction documentation, and construction administration for the proposed building expansion at Youth Activity Park.

---

**CONTRACTOR/SELF PERFORM**  
Vireo

**DESCRIPTION**  
Adding the development of construction documents for Buildings at the Youth Activity Park

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>UNIT</th>
<th>LINE TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$219,500.00</td>
</tr>
</tbody>
</table>

---

**MATERIALS/EQUIPMENT**

**DESCRIPTION**  

**UNIT**  

**LINE TOTAL**  

---

Contract will be extended by 0 days.

Original Substantial completion:  
New Date:

This Change Order modifies and amends the provisions of the 19-152 Youth Activity Park Re-Design and Development and St. Charles County, Missouri. This Change Order is a part of and is governed by the provisions of the contract and is valid and binding only if and when signed by an authorized representative for both parties. Except as expressly modified by this Change Order, all other terms and conditions of the contract shall remain in full force and effect.

**Contractor's Signature:**  
Linda de Flon  
12-03-2020

---

**Print Name and Date:**  
Linda de Flon  
12-03-2020

**Project Manager's Signature:**  

**County Executive's Signature:**  

---

**Print Name and Date:**  

---

**TOTAL**  
$219,500.00

**ORIGINAL CONTRACT**  
$652,737.00

**TOTAL PREVIOUS CHANGE ORDERS**  
$0.00

**NEW CONTRACT AMOUNT**  
$872,237.00
SUPPLEMENTAL AGREEMENT TO CONTRACT

CONSULTANT: Vireo (Patti Banks Associates d.b.a. Vireo)
CLIENT: St Charles County, Missouri
PROJECT: Youth Activity Park Re-Design and Development
7801 Highway N, Dardenne Prairie, MO 63368
Vireo Project No. P-19183

DATE ISSUED: 3 December 2020

This is a SUPPLEMENTAL AGREEMENT between St Charles County, Missouri, CLIENT, and Vireo, CONSULTANT, whereas Vireo has entered into an agreement with CLIENT dated 11 May 2020 to provide professional services for Youth Activity Park Re-Design and Development.

The CLIENT hereby authorizes the additional FEE for the performance of the services specified in the Scope of Services.

SCOPE OF SERVICES, FEE SCHEDULE and DELIVERABLE DATES:
See Attachments A & B

All other terms and conditions agreed upon in the original agreement executed shall remain the same.

COMPENSATION:
☐ Lump Sum (includes expenses) $
☐ Lump Sum plus expenses $
☐ Hourly rates plus expenses (per attached hourly rate schedule)
☐ Hourly rates plus expenses up to a maximum of $219,500.00 (per attached hourly rate schedule)
☐ Cost plus overhead / fixed fee (overhead rate is % of direct labor) / (fixed fee is %)
☐ Other (please describe)

The TOTAL AUTHORIZED AMOUNT under the original agreement plus ALL SUPPLEMENTAL AGREEMENTS is $872,237.00.

THIS CONTRACT CONTAINS A BINDING ARBITRATION PROVISION WHICH MAY BE ENFORCED BY THE PARTIES.

APPROVED & ACCEPTED:
CLIENT: St Charles County, Missouri
CONSULTANT: Vireo (Patti Banks Associates d.b.a. Vireo)

Linda deFlon, Owner 12/3/2020

Print Name:

ATTEST:

Ben Wagner PLLC 12/3/2020

Print Name:

*Additional Signature Page Attached*
CERTIFICATE OF DIRECTOR OF FINANCE

I certify pursuant to § 50.660 RSMo., as amended, that there is a balance otherwise unencumbered to the credit of the appropriation to which this contract is chargeable, and a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made, each sufficient to meet this obligation.

Robert W. Schnur, Director of Finance
We understand the following:

1. Owner and Client
   a. JEMA will be contracted with Vireo as an architectural design consultant. Vireo is the parks masterplan designer and owner contact.
   b. The owner is St. Charles County Parks and Recreation

2. Client’s Consultants
   a. DG2 – Landscape Design

3. Architect
   a. JEMA is the Design Architect, and the Architect of Record for this project and will provide Architectural and interior design services.

4. Architect’s Consultants
   a. Structural – IEMG Corporation
   b. Civil – Civil Engineering will be by a consultant contracted with Vireo
   c. MEP/FP – G&W Engineering

5. General Contractor (GC)
   a. TBD

6. Property and Project Description
   a. The project consists of the re-development of the St. Charles County Youth Activity Park located in Dardenne Prairie, Missouri. The project will consist of a new 7,000 square foot stand-alone building identified as the “Adventure Center Building Expansion” and the interior renovation of approximately 1,700 square feet of the adjacent building. The proposed Adventure Center Building will feature 4,000 sf of flexible recreation space, front desk / check-in area, new restrooms, a diner-style café with kitchen and storage. The budget for the stand-alone building is $2.3 million and the renovation portion is $500,000 for a total project budget of $2.8 mil construction cost.

7. Owner Provided Items
   a. Site/boundary survey
   b. Geotechnical report
   c. Environmental Phase 1
   d. Existing drawings or documentation

8. Budget
   a. Estimated at $2.8 million for the stand-alone activity center and renovation of the existing building

9. Schedule
   a. See Attached
Scope of Work:

1. **PROGRAMMING AND PRE-DESIGN (PD)** – During the Programming and Pre-design phase, the project requirements and goals are established and the Architect researches building code requirements and jurisdictional regulations. The PD phase includes:
   a. Confirm Existing Programming information developed to date
   b. Existing conditions survey and field verification
   c. One (1) meeting with client included

2. **SCHEMATIC DESIGN (SD)** – During Schematic Design, rough drawings and basic concepts take shape as a building design. Once complete and approved by the client, JEMA will begin the Design Development phase. The SD phase includes:
   a. See attached approved Schematic Design
   b. One (1) schematic design refinement is included (if required) for minor plan changes. Any changes to the building beyond floor plan refinement and minor building footprint adjustments will be considered an additional service.
   c. One (1) meeting with client included

3. **DESIGN DEVELOPMENT (DD)** - Based on the approved Schematic Design documents, the JEMA team will proceed to the Design Development phase, during which the interior and exterior design will be refined and confirmed prior to the start of Construction Documents. The DD phase includes:
   a. Refined floor plans.
   b. Reflected ceiling plans and light fixture schedule.
   c. Exterior elevations.
   d. Building sections.
   e. Material and finish palette selection.
   f. Structural engineering – main member sizing and column layout.
   g. MEP/FP engineering design coordination – main duct runs, lighting layout, plumbing fixture layout.
   h. Interior design and finish palette selection.
   i. Cost Opinion Update
   j. Three (3) meetings with client included

4. **CONSTRUCTION DOCUMENTS (CDs)** – When the Design Development documents are approved by the owner, work begins on Construction Documents. These drawings and written specifications serve as formal communication of the final design to the General Contractor and sub-contractors, and to the authorities having jurisdiction. The CD phase includes:
   a. Cover sheet.
   b. Symbols and abbreviations.
   c. General notes.
d. Life safety plan.

e. Floor plans.

f. Reflected ceiling plans.

g. Roof plan and details.

h. Enlarged floor plans (as required).

i. Exterior elevations.

j. Building sections.

k. Wall section details.

l. Interior elevations.

m. Section details (as required).

n. Door, window, and hardware schedules.

o. Wall and partition types.

p. Finish plan and legend.

q. Specifications.

r. Structural engineering Documents.

s. Mechanical, Electrical, Plumbing Documents

t. In-house Quality Control review.

u. Meetings with jurisdictional authorities (1 meeting)

v. Submission of signed/stamped drawings/specifications to jurisdictional authorities for permit approval.

w. Four (4) meetings with client included

5. **BIDDING** – Once the GC has received the Construction Documents from the Architect, the bidding phase commences. During this stage the Architect communicates with the General Contractor as required for the GC to develop a total cost for construction. The Bidding phase includes:

   a. Answer questions and RFIs (Requests for Information) about the Construction Documents to clarify design intent.

   b. Issue Addendums as required

2. **CONSTRUCTION ADMINISTRATION (CA)** – When construction on the project begins, the architect reviews information provided by the General Contractor and visits the site to ensure compliance with the Construction Documents. The CA phase includes:

   a. Respond to RFIs from the General Contractor and sub-contractors.

   b. Review Applications for Payment

   c. Review submittals provided and reviewed by GC.

   d. Attend meetings (anticipated bi-weekly) with the Owner and the GC as required to review construction progress and coordinate clarifications about the Construction Documents.

   e. Provide 2 onsite walkthroughs for final punchlist and substantial completion approval.

This constitutes the full understanding of the scope of work covered by this agreement.
Additional Services can be provided at an hourly rate. JEMA's hourly rates are as follows:

- Partner/Principal: $200.00
- Director: $175.00
- Architect II: $160.00
- Architect I/Designer II: $125.00
- Designer I: $100.00
- Intern Designer: $85.00

Examples of Additional Services not part of this contract include, but are not limited to the following:

- Civil Engineering or design
- Artwork, signage, or graphics
- Physical Models
- Landscape Design
- LEED Consulting
- Furniture Design or selection
- Audio/Visual and Security design
- Permit fees
- Any work outside of the buildings identified in the project overview.
- Voice/Data/Video systems design and specifications (power and raceway rough-in are provided).
- Audio/Visual, security and access control systems design and specifications (power and raceway rough-in are provided).
- The design and specification of active digital and/or analog network components (e.g. servers, network switches & routers, distributive Wi-Fi switches & antenna, and the like).
- Analog/hybrid voice and/or digital VoIP (Voice-over-IP) system(s): Design, selection, the selection process, and the specifying of same and/or research and specification of required system upgrades, programming/re-configuration, all handset/operator stations, final cross-connections, etc.
- Wireless inter/intra-building digital and/or analog links.
- Design of any Proprietary systems.
- Design or modification to existing building systems unless specifically agreed to by written authorization.
- HVAC system payback analysis, utility operating cost estimates or analysis, return on investment calculations or report, utility rebate submittals, energy model, multiple system comparisons or reports, or similar HVAC and Lighting system analysis.
- Fire Protection Systems – design, construction documents and processing of shop drawings. Drawings will be "reviewed" for general conformance only; not approval.
- Kitchen equipment and hood system design including fire suppression for associated Type 1 hood system.
- Owner to have Vendor provide details to Engineer.
- Design of a water booster system (adequate water pressure and volume is assumed to be available).
- Interior lighting photometric calculations.
- Site lighting photometric calculations.
- All utility work beyond five feet outside the building.

- Third Party BIM coordination.
- Coordination with utility companies except gas and electric.
  Incorporating and/or providing certification and/or documentation associated with green building design
- Development of an Energy Model.
- Commissioning of equipment including taking any measurements or providing a TAB report.
- Preparation of bill of materials, quantity take-offs and opinions of probable costs.
- MEP scope revisions requested by the Client and/or Owner after the respective MEP drawings are submitted for permit.
- MEP drawing revisions, after bids are received, for any proposed “cost reduction/VE” items.
St. Charles Youth Activity Park DD - CA
11/24/2020 Project Schedule

**Design Development**
Dec 1, 2020 - Jan 24, 2021

**DD Quality Control Review**
Feb 1, 2021 - Feb 3, 2021

**Construction Documents**
Feb 4, 2021 - Apr 2, 2021

**CD Quality Control Review**
Apr 19, 2021 - Apr 26, 2021

**Bid & Permit**
Mar 3, 2021 - May 31, 2021

**Construction Administration**
May 24, 2021 - Mar 19, 2022

**Closeout**
Mar 23, 2022 - Apr 1, 2023