

MIKE P. WALSH
MAYOR

TOWN OF EAST HARTFORD

Department of Public Works

1 Ecology Drive
East Hartford, Connecticut 06108

TELEPHONE
(860) 291-7374

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MARILYNN CRUZ-APONTE
DIRECTOR

February 7, 2023

MEMO TO: Marilynn Cruz-Aponte, Director
FROM: Tom Baptist, Project Manager – Sustainability
RE: Town Hall Renovations

The following Proposed Change Orders are provided for your review and approval, and then review by the Budget Review Committee:

<u>PCO No.</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
09	Temporary Fire Protection at CCC (ordered by Building Official)	\$ 1,095.00
10	Expedite switchgear procurement (to avoid project delays)	\$ 19,287.46
11	Temporary doors for Town Hall Offices at CCC	\$ 15,552.59
14	Town Hall Site Logistics Revisions	\$ 8,748.49
15	Infill at Social Services Floor at CCC	\$ <u>1,942.34</u>
TOTAL		\$ 46,625.88

Please note that each of the PCOs have been evaluated by the Project Engineer BVH, our Owner's Representative Downes Construction Company, and myself, and all parties are in agreement as to their advisability and appropriateness.

Please do not hesitate to contact me if you have any questions or comments.

Downes Construction Company
200 Stanley St
New Britain, Connecticut 06051
Phone: (860) 229-3755
Fax: 860 225-3617

Project: 25-01-0396 - East Hartford Town Hall
Town Hall 740 Main St CCC 50 Chapman Place
East Hartford, Connecticut 06108

Prime Contract Potential Change Order #009: CE #020 - Temporary Fire Protection at CCC

TO:	Town of East Hartford 740 Main Street East Hartford, Connecticut 06108	FROM:	Downes Construction Company 200 Stanley St New Britain, Connecticut 06051
PCO NUMBER/REVISION:	009 / 0	CONTRACT:	25-01-0396 - East Hartford Town Hall
REQUEST RECEIVED FROM:		CREATED BY:	Mike Dell'Accio (Downes Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	1/19/2023
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$0.00

POTENTIAL CHANGE ORDER TITLE: CE #020 - Temporary Fire Protection at CCC

CHANGE REASON: Existing Condition

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #020 - Temporary Fire Protection at CCC

Provide all labor, equipment, materials and supervision necessary to provide additional temporary sprinkler heads at the CCC Social Services department in order to allow for simultaneous installation of the permanent fire protection in this area. The CCC is an occupied as well as a residential building, fire protection must be maintained through construction. Adding the temporary sprinkler heads allowed for the work to be completed. Reference Enterprise PCO #001 dated 11/30/2022.

ATTACHMENTS:

[EHTH PCO #1 CCC TEMP HEADS 11-30-2022.pdf](#)

#	Budget Code	Description	Amount
1	001.22-100.S Construction.Plumbing System.Subcontractor	Plumbing System	\$1,095.00
2	001.60-170.M Construction.Owner's Contingency.Material (Procure)	Owner's Contingency	\$(1,095.00)
Grand Total:			\$0.00

Salas Obrien (BVH Integrated Services, P.C.)

Town of East Hartford
740 Main Street
East Hartford, Connecticut 06108

Downes Construction Company
200 Stanley St
New Britain, Connecticut 06051



02/06/2023

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1/19/2023

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Project: 25-01-0396 - East Hartford Town Hall
Town Hall 740 Main St CCC 50 Chapman Place
East Hartford, Connecticut 06108

Prime Contract Potential Change Order #010: CE #010 - Expedite Switchgear

TO:	Town of East Hartford 740 Main Street East Hartford, Connecticut 06108	FROM:	Downes Construction Company 200 Stanley St New Britain, Connecticut 06051
PCO NUMBER/REVISION:	010 / 0	CONTRACT:	25-01-0396 - East Hartford Town Hall
REQUEST RECEIVED FROM:		CREATED BY:	Mike Dell'Accio (Downes Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	1/19/2023
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$0.00

POTENTIAL CHANGE ORDER TITLE: CE #010 - Expedite Switchgear

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #010 - Expedite Switchgear

Provide all material, labor, equipment and supervision to expedite the procurement of the switchgear for the East Hartford Town Hall project. The switchgear will arrive onsite by July, 15 2023 in lieu of the October/November 2023 expected delivery. If the switchgear does not arrive by the above mentioned date then this change order will not be paid. Please reference Custom Electric COP #04 dated 12/8/2022.

ATTACHMENTS:

[CO #04 Gear Procurement Cover Sheet w-all docs.pdf](#)

#	Budget Code	Description	Amount
1	001.26-100.S Construction.Electrical System.Subcontractor	Electrical System	\$19,287.46
2	001.60-170.M Construction.Owner's Contingency.Material (Procure)	Owner Contingency	\$(19,287.46)
Grand Total:			\$0.00

Salas Obrien (BVH Integrated Services, P.C.)

Town of East Hartford

Downes Construction Company

740 Main Street
East Hartford, Connecticut 06108

200 Stanley St
New Britain, Connecticut 06051



02/06/2023

Digitally signed by Michael Dell'Accio
DN: cn=Michael Dell'Accio, o=Downes Construction Company, email=Michael.Dell'Accio@downesconstruction.com, c=US

1/19/2023

SIGNATURE

DATE

SIGNATURE

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Project: 25-01-0396 - East Hartford Town Hall
Town Hall 740 Main St CCC 50 Chapman Place
East Hartford, Connecticut 06108

Prime Contract Potential Change Order #011: CE #024 - Temporary Doors and Hardware at CCC

TO:	Town of East Hartford 740 Main Street East Hartford, Connecticut 06108	FROM:	Downes Construction Company 200 Stanley St New Britain, Connecticut 06051
PCO NUMBER/REVISION:	011 / 0	CONTRACT:	25-01-0396 - East Hartford Town Hall
REQUEST RECEIVED FROM:		CREATED BY:	Mike Dell'Accio (Downes Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	1/19/2023
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$0.00

POTENTIAL CHANGE ORDER TITLE: CE #024 - Temporary Doors and Hardware at CCC

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #024 - Temporary Doors and Hardware at CCC

Provide all labor, materials, equipment and supervision to provide temporary doors and hardware at the CCC. The permanent wood doors and hardware have know long lead times, the temporary doors and hardware was required due to the short schedule. The doors and hardware will be turned over to the Town of East Hartford to use permanently or in another application. Please reference Acoustics, Inc. COP #3 dated 12/29/2022.

ATTACHMENTS:

#	Budget Code	Description	Amount
1	001.06-100.S Construction.General Trades.Subcontractor	General Trades	\$15,552.59
2	001.60-170.M Construction.Owner's Contingency.Material (Procure)	Owner Contingency	\$(15,552.59)
Grand Total:			\$0.00

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Project: 25-01-0396 - East Hartford Town Hall
Town Hall 740 Main St CCC 50 Chapman Place
East Hartford, Connecticut 06108

Prime Contract Potential Change Order #014: CE #018 - Town Hall Site Logistics Revisions

TO:	Town of East Hartford 740 Main Street East Hartford, Connecticut 06108	FROM:	Downes Construction Company 200 Stanley St New Britain, Connecticut 06051
PCO NUMBER/REVISION:	014 / 0	CONTRACT:	25-01-0396 - East Hartford Town Hall
REQUEST RECEIVED FROM:		CREATED BY:	Mike Dell'Accio (Downes Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	2/2/2023
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$0.00

POTENTIAL CHANGE ORDER TITLE: CE #018 - Town Hall Site Logistics Revisions

CHANGE REASON: Allowance

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #018 - Town Hall Site Logistics Revisions

Revisions to the Town Hall site logistics including pad for the Town Clerk Trailer and temporary fencing revisions. There was an add for the town clerk trailer pad not included on the original site logistics plan of \$8,748.49. There is also a credit of (\$7,600.00) for the temporary fence revisions and reductions to the original site logistics plan. Reference Mather Corp. COP #1 dated 12/2/2022 and COP #2 dated 12/23/2022.

ATTACHMENTS:

[CO-01 -Trailer Laydown Area Invoice # 22-0117 - #9001.pdf](#) , [_CO-02 - Fence Credit - 12 13 22 Logistics Plan.pdf](#)

#	Budget Code	Description	Amount
1	001.31-100.S Construction.Sitework & Landscaping.Subcontractor	Sitework & Landscaping	\$8,748.49
2	001.31-100.S Construction.Sitework & Landscaping.Subcontractor	Sitework & Landscaping	\$(7,600.00)
3	001.60-170.M Construction.Owner's Contingency.Material (Procure)	Owner's Contingency	\$(1,148.49)
Grand Total:			\$0.00

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02/06/2023

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SIGNATURE

DATE


Michael Dell'Accio
Downes Construction Company
200 Stanley St
New Britain, Connecticut 06051
Date: 2023.02.02 14:25:57-0500

2/2/2023

SIGNATURE

DATE

Downes Construction Company
200 Stanley St
New Britain, Connecticut 06051
Phone: (860) 229-3755
Fax: 860 225-3617

Project: 25-01-0396 - East Hartford Town Hall
Town Hall 740 Main St CCC 50 Chapman Place
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Prime Contract Potential Change Order #015: CE #005 - Infill at Social Services Floor

TO:	Town of East Hartford 740 Main Street East Hartford, Connecticut 06108	FROM:	Downes Construction Company 200 Stanley St New Britain, Connecticut 06051
PCO NUMBER/REVISION:	015 / 0	CONTRACT:	25-01-0396 - East Hartford Town Hall
REQUEST RECEIVED FROM:		CREATED BY:	Mike Dell'Accio (Downes Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	2/2/2023
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$0.00

POTENTIAL CHANGE ORDER TITLE: CE #005 - Infill at Social Services Floor

CHANGE REASON: Existing Condition

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #005 - Infill at Social Services Floor

Provide all material, equipment, labor and supervision necessary to provide deep flooring infills at the CCC Social Services rooms 107A, 109 and 109A. The Social Services services suite partially combined (2) existing rooms. After demolition it was found that the two rooms were not on the same level and required the plywood infills below the carpet. Reference AEG COPS #8 dated 12/23/2022.

ATTACHMENTS:

[2022-01-19 AEG VCT Carpet.pdf](#) , [_AEG COP SS InfillCCF_000253.pdf](#)

#	Budget Code	Description	Amount
1	001.09-300.S Construction.Flooring & Tile.Subcontractor	Flooring and Tile	\$1,942.34
2	001.60-170.M Construction.Owner's Contingency.Material (Procore)	Owner's Contingency	\$(1,942.34)
Grand Total:			\$0.00

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02/06/2023

Digitally signed by Michael Dell'Accio
DN: cn=Michael Dell'Accio, o=Downes Construction Company, ou=Downes Construction Company, email=Michael.Dell'Accio@downes.com, c=US

2/2/2023

SIGNATURE

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