

PURCHASE ORDER CHANGE ORDER ANALYSIS AND STAFF RECOMMENDATION

Contracting Agency:	Travaux Inc.
Purchase Order Number:	HOL12980
Contractor:	Dodge and Sons Builders LLC
Change Order Amount:	\$160,000.00 not-to-exceed
Type of Work, Services, or Material:	Framing and Drywall (HT-9.1)
Housing Development:	Holton Terrace
Budget/Account Number:	Holton Terrace Mixed-Financing, 572B-148000

PROCUREMENT REVIEW

PROCURING SECTION: Modernization & Development Services

Travaux Inc. solicited competitive pricing for Framing and Drywall (HT-9.1) for Remodeling at Holton Terrace and awarded the work to Dodge and Sons Builders LLC, the lowest responsive and responsible bidder. The original award amount of \$197,000.00 was under the threshold of \$250,000.00 above which approval by the Travaux Inc. Board of Directors is required and, therefore, said award was not presented for approval at the time.

During the course of the framing and drywall construction, additional work beyond the original scope was required, resulting in several change order items totaling \$160,000.00 not-to-exceed (exact final amounts are being calculated). The additional work was required due to unforeseen conditions, accommodations for ADA accessibility, and requirements of the City of Milwaukee building inspector. Most of this additional work is outside the scope of the Guaranteed Maximum Price (GMP) of Travaux's Construction Manager contract and will be submitted as a change order request to the Owner.

The Modernization & Development Services Section recommends executing the change order as described above.

The new purchase order amount of \$357,000.00 not-to-exceed now exceeds the aforementioned \$250,000 threshold, and, therefore, requires approval by the Travaux Inc. Board of Directors.

Vice President of Construction _____ Date _____

EMERGING BUSINESS ENTERPRISES

Target Contracting 25 % 20% MBE and/or WBE
 5% any designation (MBE, WBE, DBE, EBE, SBE, VOB)

Proposed Contracting 100 % VOB

Dodge and Sons Builders LLC is a certified VOB with the State of Wisconsin; this designation can be utilized toward the WHEDA contracting goal. Dodge and Sons Builders LLC has identified a need to subcontract at this time to Deeds Plastering and Stucco LLC. If Dodge and Sons Builders LLC needs to subcontract any other portion of the work, then Dodge and Sons Builders LLC will contact Purchasing/Contracts Services prior to seeking any subcontractors on its own. Purchasing/Contracts Services recommends proceeding with the change order.

Section 3 Coordinator _____ Date _____

CONTRACT CHANGE ORDER ANALYSIS AND STAFF RECOMMENDATION

Contracting Agency:	Travaux Inc.
Purchase Order Number:	HOL12980
Contractor:	Dodge & Sons Builders LLC
Change Order Amount:	\$160,000.00 not-to-exceed
Type of Work, Services, or Material:	Framing and Drywall (HT-9.1)
Housing Development:	Holton Terrace
Budget/Account Number:	572B-148000

SECTION 3

Target Contracting (when triggered)	<u>10</u> %	Target Employment (when triggered)	<u>30% of new hires</u>
Proposed Contracting	<u>100</u> %	Proposed Employment	<u>zero hires</u>

Dodge and Sons Builders LLC is now a certified Section 3 business due to a reduction in staffing. Dodge and Sons Builders LLC has identified a need to subcontract at this time to Deeds Plastering and Stucco LLC. If Dodge and Sons Builders LLC needs to subcontract any other portion of the work, then Dodge and Sons Builders LLC will contact Purchasing/Contracts Services prior to seeking any subcontractors on its own. Currently, Dodge and Sons Builders LLC has not identified a need to hire. If Dodge and Sons Builders LLC needs to hire, then Dodge and Sons Builders LLC will contact Purchasing/Contracts Services prior to seeking any candidates on its own. Also, with the current change in staffing due to COVID-19, the Section 3 Coordinator has asked that Dodge and Sons Builders LLC survey its staff as they now qualify for Section 3. Purchasing/Contracts Services recommends proceeding with the change order.

Section 3 Coordinator _____ Date _____

FINANCE AND ACCOUNTING

Finance and Accounting concurs with the recommendation of the Procuring Section to execute the change order to the purchase order as described. Charge the account number(s) as listed above.

Grants Accountant/Budget Analyst _____ Date _____

RECOMMENDATION

RECOMMEND EXECUTION OF CHANGE ORDER AS DESCRIBED ABOVE.

APPROVAL RECOMMENDED

Chief Financial Officer _____ Date _____

Asst Secretary–Mod Coordinator _____ Date _____

APPROVED

Secretary–Executive Director _____ Date _____

HA-195 (09/2015)