
MEMO

APPROVED
11/4/2024



DATE: October 30, 2024

FROM: Matney M. Ellis
Procurement Director

A handwritten signature in black ink, appearing to read "Matney M. Ellis", with a long horizontal flourish extending to the right.

TO: Board of County Commissioners

SUBJECT: Charge Order 1 – J.E. Dunn Construction Company

At the Board of County Commission meeting on February 5, 2024, an agreement was approved between the Board of County Commissioners of the County of Tulsa, Oklahoma, and J.E. Dunn Construction Company for Preconstruction Phase services for the Tulsa County Courthouse Renovation. Tulsa County agreed to pay fees equal to five percent (5%) of the estimated cost, not exceeding \$196,492.00, CMF #20240200.

We respectfully request the Board of County Commissioners approve Change Order 1 for the above-referenced project to provide Supplemental Funding of Contractor's preconstruction services. Approval of this Change Order will increase the Contract Sum by \$87,855.00 bringing the new Contract Sum to \$284,347.00, as further described in the attached.

Respectfully submitted for your approval and execution.

MME / dcc

SUBMITTED FOR: The November 4, 2024 BOCC meeting agenda.

CMF# 20242036



J.E. Dunn Construction Company
1001 Locust St
Kansas City MO 64106

CHANGE ORDER
NO. OWNER001

Page: 1 of 1

Title: Supplemental Funding of Preconstruction Services Issue Date: 09-27-2024
Project: TCCH - PJ1354 - CAR, Design, Admin (Precon) Job: 24009103
To: TULSA COUNTY OK Contract: 24009100
218 W 6TH ST STE 210
Phone: 918-596-5000

This Change Order Summary identifies adjustments to the Contract Sum and/or Contract Time of the applicable Contractor for the Potential Change Item (PCI) items set forth below. A summary of the revised Contract Sum for all Contractors, including the adjustments in this Change Order Summary, are attached.

PCI #	Description	Bill Amount
0001	Supplemental Funding of Preconstruction Services	87,855.00
Total:		87,855.00

CMF# 20242036

The Total of All Original Contract Sums was	196,492.00
Net Change by Previously Authorized Requests and Changes	0.00
The Total of All Contract Sums Prior to This Change Order was	196,492.00
The Total of All Contract Sums will be Increased	87,855.00
The New Total of All Contract Sums Including This Change Order	284,347.00
The Contract Time Will Not Be Changed	
The Date of Substantial Completion as of This Change Order therefore is	02-06-2026

Change Order does not include changes in the Contract sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and the Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

Not valid unless signed by the required parties

APPROVED AS TO FORM/ LEGALITY

Andrew C. Mihelich

ASSISTANT DISTRICT ATTORNEY

RECOMMENDED

J.E. Dunn Construction Company

Signed: *Taylor Brann*

Print: TAYLOR BRANN

Date: 9/27/2024

AUTHORIZED

TULSA COUNTY OK

Signed: *Stan Sallee*

Print: Stan Sallee
Attest: Michael Willis, County Clerk

Date: 11/4/2024

APPROVED

Architect

Signed: _____

Print: _____

Date: _____



September 27, 2024

TULSA COUNTY OK
218 W 6TH ST STE 210
TULSA, OK 74119

RE: TCCH - PJ1354 - CAR, Design, Admin (Precon)
JE Dunn Project No. 24009103
Potential Change Item No. 0001

J.E. Dunn Construction Company is submitting this Potential Change Item No. **0001** for your review and approval. This Potential Change Item provides information on **Supplemental Funding of Preconstruction Services**
Refer to attached narrative for additional detail.

Please reference the attached Cost Summary during the review of this proposal.

The above listed change will result in a net change of \$ **87,855.00**.
The Project Schedule will be extended by 0 day/s by the Work of this Potential Change Item.

If this proposal is acceptable, please sign in the space provided below and return a signed copy to our office within two (2) weeks from the date of this letter. We will await your direction in writing prior to proceeding. If you have any questions or comments, please call.

Sincerely,

J.E. Dunn Construction

Taylor Brown

Enclosure

cc: Job

File (PM,DH, Log) - Pending PCI File

APPROVED AS TO FORM/ LEGALITY

ASSISTANT DISTRICT ATTORNEY

Andrew C. Mihelich

Date: 11/4/2024

Approved:

Attest:
Michael Willis, County Clerk



PCI Estimate Report

24009103 - TCCH - PJ1354 - CAR, Design, Admin (Precon)

PCI 0001 Supplemental Funding of Preconstruction Services

Phase Code	Description	Vendor Name	Total
24009103-01123 - LA	PRECONST SERVICES		87,855.00
TOTAL \$			87,855.00



September 27, 2024

Tulsa County Courthouse Renovations

JOB # 2409103 – PJ1354 – CAR, Design, Administration

Potential Change Item (PCI) 001 – Supplemental Funding of Preconstruction Services

Summary of Change

This Change Item provides supplemental funding of Contractor’s preconstruction services not to exceed (NTE) amount.

At the time the NTE was established the Owner’s Program and Project Scope were not fully defined and therefor the level of effort required to align both project scope and ARPA allocations was not fully understood.

Refer to Article 5. § 5.1 of the dually executed AIA A133 as highlighted below:

ARTICLE 5 COMPENSATION AND PAYMENTS FOR PRECONSTRUCTION PHASE SERVICES

§ 5.1 Compensation

§ 5.1.1 For the Construction Manager’s Preconstruction Phase services described in Sections 3.1 and 3.2, the Owner shall compensate the Construction Manager as follows:

(Insert amount of, or basis for, compensation and include a list of reimbursable cost items, as applicable.)

The Owner shall reimburse the Construction Manager on a monthly basis for costs incurred during the Preconstruction Phase in accordance with Article 7, including costs of personnel at the Personnel Rates set forth in the attached Exhibit B. Amounts paid for Preconstruction Phase services will be included in the Guaranteed Maximum Price. At the time this Agreement is executed, Owner’s program and budget are still in development. However, the Parties estimate based on the information still in development that the total Preconstruction Phase services will not exceed one hundred ninety-six thousand four hundred ninety-two dollars (\$196,492.00). Owner acknowledges and agrees that this number is an estimate to allow for the allocation of funds for the Preconstruction Phase services and that Construction Manager does not guarantee such services can be delivered within that amount based on the current state of Owner’s program and budget.

As outlined in the attached reconciliation of baseline estimation effort cost against actual cost incurred through the DD estimation deliverable (cutoff date 08/16/24), Contractor has incurred an additional \$38,789 of preconstruction services cost compared what was initially contemplated as part of the NTE through DD. As noted in the detailed breakdown by deliverable, of the 1094.5 hours incurred through DD, 476 hours, or approximately 44%, were incurred as part of the extensive value engineering effort to refine and direct the development of the Project’s design to align with the ARPA funding allocations.

Understanding the level of effort required through DD to align project scope and ARPA funding allocations, Contractor has updated Its estimated level of efforts required at Construction Documents through GMP execution. These updates include:

Const Document Phase (Rec CDs to Bid Doc Issuance):



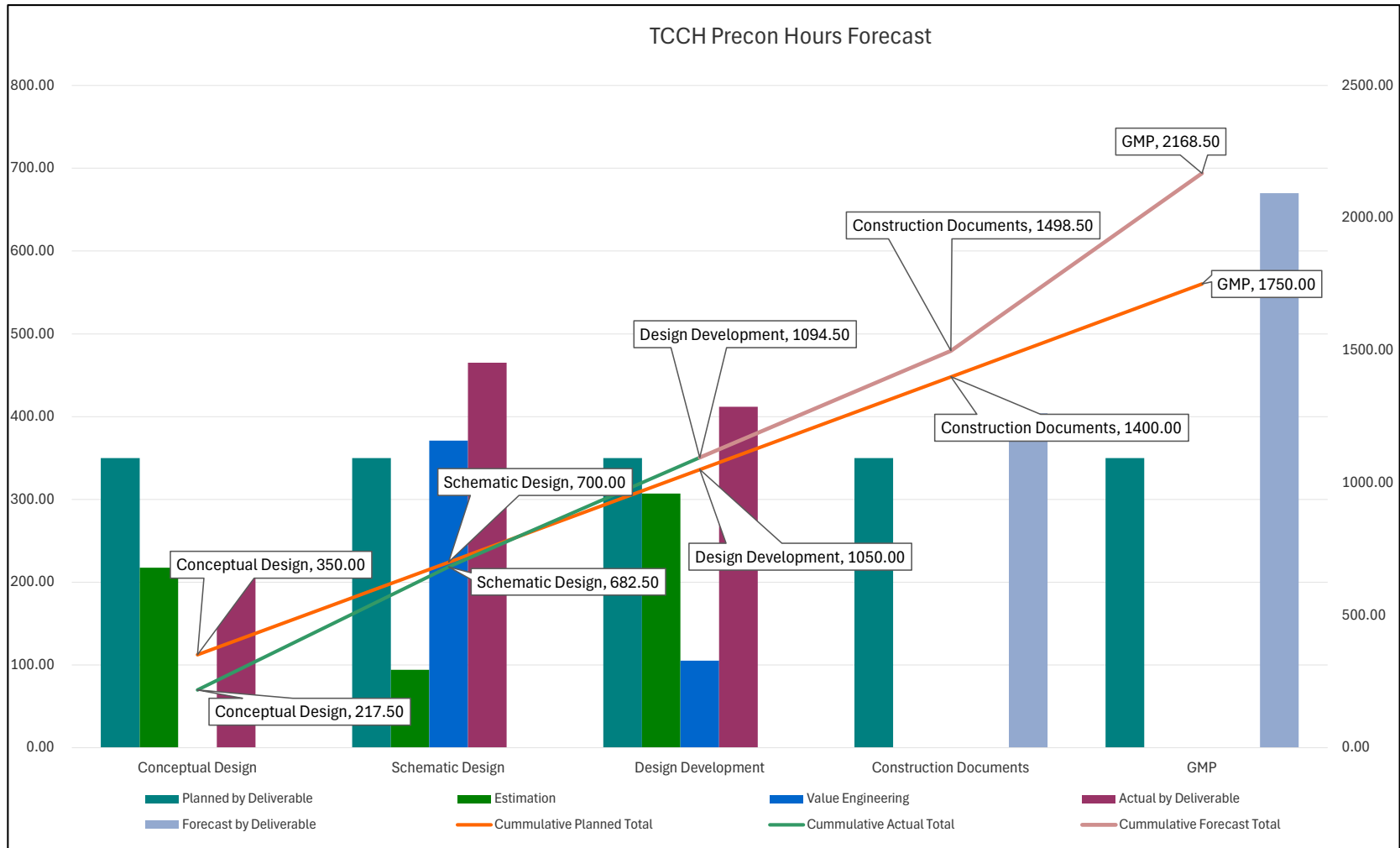
- 1. Increase Group Manager 1 hours from 6 to 20
- 2. Increase Sr Project Manager hours from 36 to 56
- 3. Addition of Sr Project Engineer at 20 hours

GMP Phase (Bid Doc Issuance to GMP Execution):

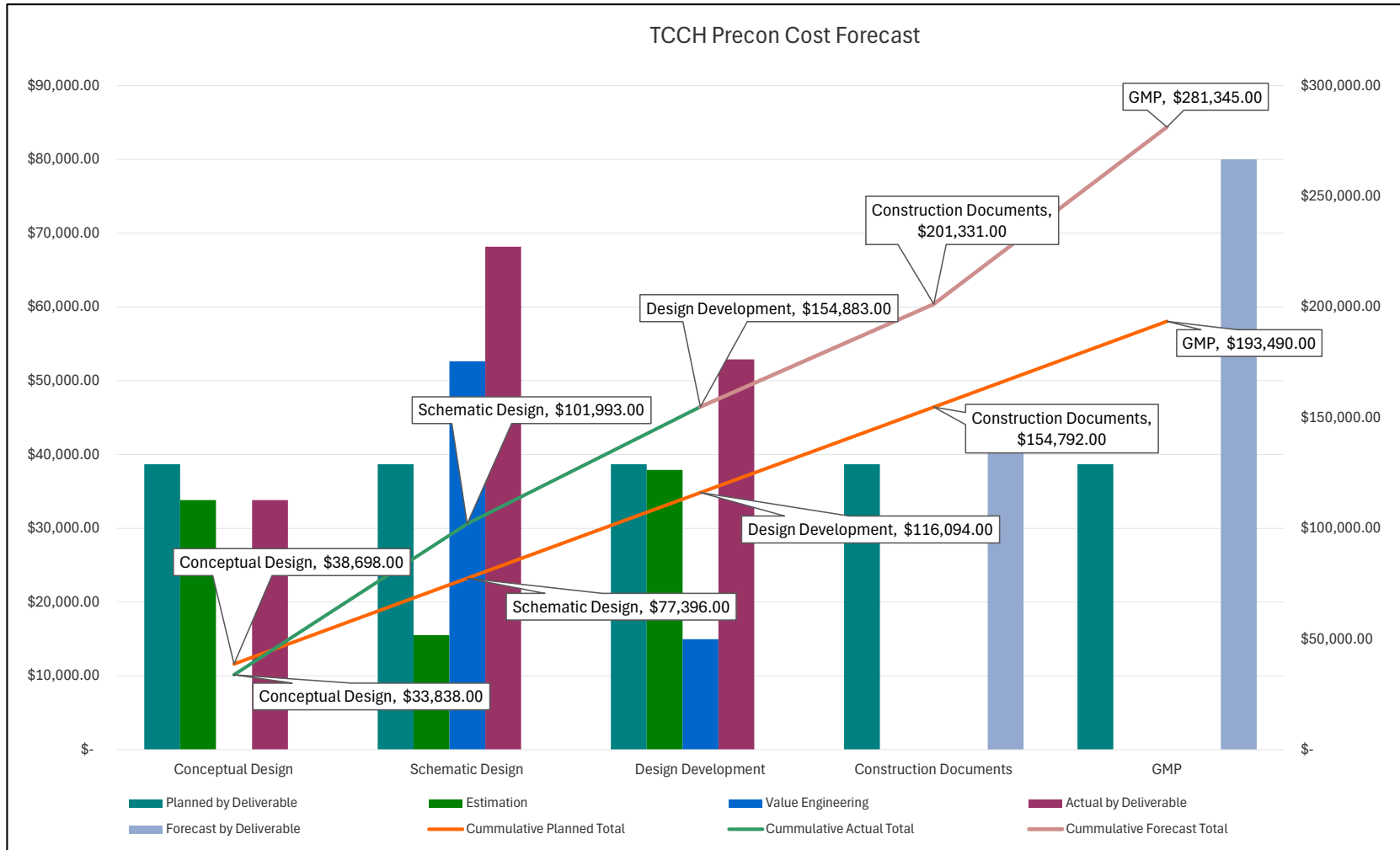
- 1. Increase Group Manager 1 hours from 6 to 20
- 2. Increase Sr Project Manager hours from 36 to 176
- 3. Addition of Sr Project Engineer at 80 hours
- 4. Increase Superintendent 2 hours from 8 to 32
- 5. Increase General Superintendent hours from 8 to 16
- 6. Increase Estimating Manager hours from 120 to 174

The net impacts of this reconciliation and updates is an increase to the preconstruction services NTE of \$87,855.00.





Man Hours	Conceptual Design	Schematic Design	Design Development	Construction Documents	GMP
Planned by Deliverable	350.00	350.00	350.00	350.00	350.00
Cummulative Planned Total	350.00	700.00	1050.00	1400.00	1750.00
Estimation	217.50	94.00	307.00		
Value Engineering		371.00	105.00		
Actual by Deliverable	217.50	465.00	412.00		
Cummulative Actual Total	217.50	682.50	1094.50		
Forecast by Deliverable				404.00	670.00
Cummulative Forecast Total			1094.50	1498.50	2168.50
Cummulative Var To Date	132.50	17.50	(44.50)		
Cummulative Var To Comp				(98.50)	(418.50)



Cost	Conceptual Design	Schematic Design	Design Development	Construction Documents	GMP
Planned by Deliverable	\$ 38,698.00	\$ 38,698.00	\$ 38,698.00	\$ 38,698.00	\$ 38,698.00
Cummulative Planned Total	\$ 38,698.00	\$ 77,396.00	\$ 116,094.00	\$ 154,792.00	\$ 193,490.00
Estimation	\$33,838	\$15,498	\$37,913		
Value Engineering		\$52,657	\$14,977		
Actual by Deliverable	\$ 33,838.00	\$ 68,155.00	\$ 52,890.00		
Cummulative Actual Total	\$ 33,838.00	\$ 101,993.00	\$ 154,883.00		
Forecast by Deliverable				\$46,448	\$80,014
Cummulative Forecast Total			\$ 154,883.00	\$ 201,331.00	\$ 281,345.00
Cummulative Var To Date	\$ 4,860.00	\$ (24,597.00)	\$ (38,789.00)		
Cummulative Var To Comp				\$ (46,539.00)	\$ (87,855.00)

Preconstruction Services Proposal
Tulsa County Courthouse Renovations
Tulsa, Oklahoma



	Concept Phase	100% Schematic Estimate	50% Design Develop. Estimate	100% Design Develop. Estimate	95% CD Estimate	Produce GMP	Total
DELIVERABLE COSTS:							
Personnel							
Operations	9,237	9,237	0	9,237	9,237	9,237	46,186
Preconstruction	25,193	25,193	0	25,193	25,193	25,193	125,965
Support Staff	4,268	4,268	0	4,268	4,268	4,268	21,341
Consultants	0	0	0	0	0	0	0
Total Personnel Costs	38,698	38,698	0	38,698	38,698	38,698	193,492
Document Reprographics / Bid Solicitation							
Document Reprographics	0	0	0	0	0	0	0
Postage & Couriers	0	0	0	0	0	0	0
SmartBidNet Fees	0	0	0	0	0	0	0
Total Document / Bid Solicitation Costs	0	0	0	0	0	0	0
TOTAL DELIVERABLE COSTS	38,698	38,698	0	38,698	38,698	38,698	193,492
MEETINGS & WORKSHOPS:							
Design Review Meetings:							
Operations	0	0	0	0	0	0	0
Preconstruction	0	0	0	0	0	0	0
Support Staff	0	0	0	0	0	0	0
Consultants	0	0	0	0	0	0	0
Total Design Review Meetings	0	0	0	0	0	0	0
TOTAL REVIEW MEETINGS							
Travel:							
Estimate / Deliverable	600	600	0	600	600	600	3,000
Design Review Meetings	0	0	0	0	0	0	0
Value Management Workshop							0
Total Travel Expenses	600	600	0	600	600	600	3,000
TOTAL PRECONSTRUCTION SERVICES COSTS	39,298	39,298	0	39,298	39,298	39,298	196,492

Preconstruction Services Proposal
Tulsa County Courthouse Renovations
Tulsa, Oklahoma

DELIVERABLES

Personnel	Rate	\$/Hr	Schematic			Design Development				Const. Documents		GMP		Total Hours	Total Costs	
			Concept Hours	Program Total \$	100% SD Hours	100% SD Total \$	50% DD Hours	50% DD Total \$	100% DD Hours	100% DD Total \$	95% CD Hours	95% CD Total \$	GMP Hours			Total GMP \$
Operations																
Group Manager 1	\$198.64		6.0	\$1,192	6.0	\$1,192	0.0	\$0	6.0	\$1,192	6.0	\$1,192	6.0	\$1,192	30.0	\$5,959
Project Director	\$182.00			\$0		\$0	0.0	\$0		\$0		\$0		\$0	0.0	\$0
Senior Project Manager	\$151.84		36.0	\$5,466	36.0	\$5,466	0.0	\$0	36.0	\$5,466	36.0	\$5,466	36.0	\$5,466	180.0	\$27,331
Project Manager 1	\$97.76			\$0		\$0	0.0	\$0		\$0		\$0		\$0	0.0	\$0
Superintendent 2	\$111.28		8.0	\$890	8.0	\$890	0.0	\$0	8.0	\$890	8.0	\$890	8.0	\$890	40.0	\$4,451
General Superintendent	\$211.12		8.0	\$1,689	8.0	\$1,689	0.0	\$0	8.0	\$1,689	8.0	\$1,689	8.0	\$1,689	40.0	\$8,445
Subtotals - Operations			58.0	\$9,237	58.0	\$9,237	0.0	\$0	58.0	\$9,237	58.0	\$9,237	58.0	\$9,237	290.0	\$46,186
Preconstruction																
Estimating Director	\$186.16		16.0	\$2,979	16.0	\$2,979	0.0	\$0	16.0	\$2,979	16.0	\$2,979	16.0	\$2,979	80.0	\$14,893
Sr. Estimating Manager	\$148.72			\$0		\$0	0.0	\$0		\$0		\$0		\$0	0.0	\$0
Estimating Manager	\$109.20		120.0	\$13,104	120.0	\$13,104	0.0	\$0	120.0	\$13,104	120.0	\$13,104	120.0	\$13,104	600.0	\$65,520
Estimating Engineer	\$75.92		120.0	\$9,110	120.0	\$9,110	0.0	\$0	120.0	\$9,110	120.0	\$9,110	120.0	\$9,110	600.0	\$45,552
Subtotals - Preconstruction			256.0	\$25,193	256.0	\$25,193	0.0	\$0	256.0	\$25,193	256.0	\$25,193	256.0	\$25,193	1,280.0	\$125,965
Support Staff																
Scheduler	\$108.16		16.0	\$1,731	16.0	\$1,731	0.0	\$0	16.0	\$1,731	16.0	\$1,731	16.0	\$1,731	80.0	\$8,653
Safety Engineer	\$102.96			\$0		\$0	0.0	\$0		\$0		\$0		\$0	0.0	\$0
BIM	\$100.88			\$0		\$0	0.0	\$0		\$0		\$0		\$0	0.0	\$0
MEP Coordinator	\$126.88		20.0	\$2,538	20.0	\$2,538	0.0	\$0	20.0	\$2,538	20.0	\$2,538	20.0	\$2,538	100.0	\$12,688
Administrative Assistant	\$74.88			\$0		\$0	0.0	\$0		\$0		\$0		\$0	0.0	\$0
				\$0		\$0	0.0	\$0		\$0		\$0		\$0	0.0	\$0
Subtotals - Staff			36.0	\$4,268	36.0	\$4,268	0.0	\$0	36.0	\$4,268	36.0	\$4,268	36.0	\$4,268	180.0	\$21,341
Consultants																
Owner/Owner's Rep	\$150.00		0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0
Diversity Program	\$150.00		0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0
Architect	\$150.00		0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0
Civil	\$150.00		0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0
Structural	\$150.00		0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0
HVAC	\$150.00		0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0
Plumbing	\$150.00		0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0
Electrical	\$150.00		0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0
Fire Protection	\$150.00		0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0
Special Systems	\$150.00		0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0
Kitchen Consultants	\$150.00		0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0
Laundry Consultants	\$150.00		0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0
Waterproofing	\$150.00		0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0
Subtotals - Consultants			0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0	0.0	\$0
Total Personnel Costs				\$38,698		\$38,698		\$0		\$38,698		\$38,698		\$38,698		\$193,492

Preconstruction Services Proposal
Tulsa County Courthouse Renovations
Tulsa, Oklahoma

TRAVEL COSTS

Travel Expense	Airfare (check rates on-line)			Car Rental			Hotel			Meals			Mileage			Total Travel
	Qty	\$	Tot\$	Qty - Days	\$	Tot\$	Qty - Nights	\$	Tot\$	Qty	\$	Tot\$	Miles	\$	Tot\$	TOTAL
Estimate / Deliverables																
Programming Phase	-		\$0		\$100.00	\$0		\$120.00	\$0		\$50.00	\$0	800	\$0.75	\$600	\$600
100% Schematic Design	-		\$0		\$100.00	\$0		\$120.00	\$0		\$50.00	\$0	800	\$0.75	\$600	\$600
50% Design Development	-		\$0		\$100.00	\$0		\$120.00	\$0		\$50.00	\$0		\$0.75	\$0	\$0
100% Design Development	-		\$0		\$100.00	\$0		\$120.00	\$0		\$50.00	\$0	800	\$0.75	\$600	\$600
95% CD Estimate	-		\$0		\$100.00	\$0		\$120.00	\$0		\$50.00	\$0	800	\$0.75	\$600	\$600
GMP Estimate	-		\$0		\$100.00	\$0		\$120.00	\$0		\$50.00	\$0	800	\$0.75	\$600	\$600
Subtotals - Estimate / Deliverables			\$0			\$0		\$0			\$0				\$3,000	\$3,000
Design Review Meetings																
Programming Phase	-		\$0		\$100.00	\$0		\$120.00	\$0		\$50.00	\$0	0	\$0.75	\$0	\$0
100% Schematic Design	-		\$0		\$100.00	\$0		\$120.00	\$0		\$50.00	\$0		\$0.75	\$0	\$0
50% Design Development	-		\$0		\$100.00	\$0		\$120.00	\$0		\$50.00	\$0		\$0.75	\$0	\$0
100% Design Development	-		\$0		\$100.00	\$0		\$120.00	\$0		\$50.00	\$0		\$0.75	\$0	\$0
50% CD Estimate	-		\$0		\$100.00	\$0		\$120.00	\$0		\$50.00	\$0		\$0.75	\$0	\$0
GMP Estimate	-		\$0		\$100.00	\$0		\$120.00	\$0		\$50.00	\$0		\$0.75	\$0	\$0
Subtotals - Design Review Meetings			\$0			\$0		\$0			\$0				\$0	\$0
Other Owner / Team Meetings																
Operations			\$0		\$100.00	\$0		\$120.00	\$0		\$50.00	\$0		\$0.75	\$0	\$0
Preconstruction			\$0		\$100.00	\$0		\$120.00	\$0		\$50.00	\$0	0	\$0.75	\$0	\$0
Support Staff			\$0		\$100.00	\$0		\$120.00	\$0		\$50.00	\$0		\$0.75	\$0	\$0
Consultants			\$0		\$100.00	\$0		\$120.00	\$0		\$50.00	\$0		\$0.75	\$0	\$0
Subtotals - VMW			\$0			\$0		\$0			\$0				\$0	\$0
TOTALS																
			\$0			\$0		\$0			\$0				\$3,000	\$3,000

Schematic Estimate

Attend project team meetings
Detailed construction cost estimate from cost quantity surveys
Identify and track all project cost reduction ideas - Value Engineering Tracker
Periodic updates of ongoing costs and design budget impacts
Preliminary construction durations and schedules
Provide detailed estimate clarifications and assumptions
Value management: Value selection of materials, building systems, equipment and methods of delivery

Design Development Estimate

Attend project team meetings
Construction feasibility review
Detailed construction cost estimate from cost quantity surveys
Detailed general conditions cost estimate
Identify all changes to project design and cost scope - Scope / Budget Tracker
Identify and track all project cost reduction ideas - Value Engineering Tracker
Identify the need to purchase long lead items
Monitor availability of materials and labor
Periodic updates of ongoing costs and design budget impacts
Preliminary construction durations and schedules
Provide detailed estimate clarifications and assumptions
Value management: Value selection of materials, building systems, equipment and methods of delivery

95% Construction Documents / Guaranteed Maximum Price

Attend project team meetings
Construction feasibility review
Detailed construction cost estimate from cost quantity surveys
Detailed general conditions cost estimate
Develop Critical Path Method total project schedule
Identify all changes to project design and cost scope - Scope / Budget Tracker
Develop and write Bid Packages to be issued to subcontractors that are bidding the project
Identify and solicit competitive and capable minority and small business trade contractors
Identify and solicit competitive and capable trade contractors
Identify and track all project cost reduction ideas - Value Engineering Tracker
Identify the need to purchase long lead items
Monitor availability of materials and labor
Perform all bidding, scoping and awarding of construction subcontracts and purchase orders
Host Post Bid interviews to review scope and pricing of bids
Periodic updates of ongoing costs and design budget impacts
Provide detailed estimate clarifications and assumptions
Schedule and conduct pre and post bid conferences
Site utilization plans
Submit a Guaranteed Maximum Price for construction
Suggest alternate bids in the construction documents
Value management: Value selection of materials, building systems, equipment and methods of delivery

Additional Services

Consultation on and development of a Controlled Insurance Program
Building area summary report
Cash flow analysis
Detailed project scheduling
Site logistics planning