



# STAFF REPORT

## SAUSALITO CITY COUNCIL

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### AGENDA TITLE:

Change Order Authorization – City Hall Basketball Court

### RECOMMENDED MOTION:

- 1) Approve change order payment to Saviano Company in the amount of \$11,162 in accordance with the City of Sausalito Change Order Policy.
- 2) Accepting the project as complete

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### SUMMARY

On December 11, 2007 the City Council approved a contract with Saviano Company to resurface the City Hall/Robin Sweeney Park Basket Ball Court. The authorized contract amount was \$24,000. The funds are to be reimbursed by Park Bond monies.

At the direction of the City Manager additional work was authorized to replace perimeter fencing, to replace new backboards that resulted in a total rehabilitation of the court. The authorization was done as the additional costs were believed to total less than \$10,000. The cost of Saviano's work totals \$35,162 which is \$11,162 over the Council original authorization. Staff seeks approval of a Change Order authorizing payment of this additional amount.

The work has been completed. Staff recommends that the project be formally accepted as complete.

### BACKGROUND

The City Hall Basketball Court was damaged from tree roots and exposure to the elements. The backboard styles had changed and needed to be replaced to stay current. The fencing around the court had also been stretched and damaged. Maintenance was needed to preserve and restore the character of the popular recreation facility. Bids were solicited for the resurfacing of the court. The bid from Saviano Company was approved for the amount of \$24,000 for the court resurfacing.

Additional work was needed to replace the fencing, and to install new backboards. This additional work was done in three additional work orders.

- 1.) Replace Fencing \$8,500 – Lump Sum
- 2.) Excavate Backboard holes \$600 – Lump Sum
- 3.) Assemble and install backboards \$2,062 – Time and Materials

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Item #: 6c  
Meeting Date: 03/25/08  
Page #: 1

Total extra work \$11,162.00

A purchase order had been prepared that included the fence replacement and the backboard post excavation. This was done as the additional work total \$9,100. However, the City's Change Order Policy provides that Council authorization is needed when the amount exceeds the lesser of 10% of the approved contract amount or \$10,000.

When the backboards were ordered staff was uncertain whether they would be installed by public works staff or Saviano. When the backboards arrived staff concluded that using contract forces would be best thereby leaving Public Works staff engaged in winter maintenance activities. Users of the facility were anxious for the work to be completed. The last work item was done on a time a materials basis to expedite completion

The City's Change Order Policy requires City Council approval of change orders when the amount exceeds the lesser of 10% of the approved contract amount or \$10,000. The total cost for the additional work orders is \$11,162. Because the purchase order accounts for the first two additional work orders, the check request attached to this report is only for the outstanding unpaid work. A progress payment of \$27,500 was approved by staff on February 6, 2008.

Staff believes the additional work was needed. Doing all the work together eliminated future interruptions to the community.

The work was completed by the Contractor on February 28, 2008.

### **FISCAL IMPACT**

There will be no impacts to the General Fund. The cost of the project is programmed in the General Capital Fund which is to be reimbursed by Proposition 12 (California Clean Water, clean Air, Safe Neighborhood Parks, and Coastal Protection Act of 2002). This project is identified with the State as Project # 00-21-035 and is further identified in the Recreation Grants Fund.

### **STAFF RECOMMENDATIONS**

Staff recommends the City Council adopt a motion:

- 1) Approving the attached Change Order.
- 2) Accepting the project as completed.

### **ATTACHMENTS**

- Attachment 1: Change Order
- Attachment 2: Check Requests (3/5/08, 2/6/2008)
- Attachment 3: Purchase Order

PREPARED BY:

Todd Teachout  
Todd Teachout  
City Engineer

REVIEWED BY (Department Head):

Diane Henderson  
Diane Henderson,  
Interim Community Development Director

SUBMITTED BY:

Adam Politzer  
Adam Politzer  
City Manager

REVIEWED BY:

Louise Ho  
Louise Ho  
Finance Director

# CITY OF SAUSALITO CHANGE ORDER FORM

Purchase Order (PO) No. 1229 Original Purchase Order Amount \$33,100

Change Order No. 2 Change Order Amount \$2,062.00

Effective Date 1/18/08 Total for All Change Orders \$2,062.00

### Description of and Justification for Change

Replace Fencing around the Basketball Court. Excavate holes for new Backboards. Set new Basketball Backboards (purchased separately).

The original proposal and P.O of \$33,100 was for the resurfacing of the Basket Ball Court (\$24,000) Authorized by Council on 12/11/2007 and Change Order No. 1 Authorized by the City Manager. Change Order 1 pays Court Fencing Replacement and Backboard pole foundation excavation (\$9,100). New Backboards were acquired separately. The contractor replaced the perimeter fencing and set the new backboards. A second Change Order is requested to enable final payment to contractor for work performed to erect Backboards

Attach copy of original Purchase Order and supporting documents for the change.

No additional work should be authorized until Change Order is approved

Department/Division: CDD/EN6 Requested By: [Signature]

Department Head Signature: [Signature] Date 3/18/2008

City Manager Signature: \_\_\_\_\_ Date / /

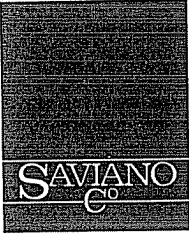
(Amount of Change Order plus all other Change Orders approved for the project cannot exceed 10% of the total amount of contract or \$10,000 whichever is less)

City Council Authorization: \_\_\_\_\_ Approval Date / /

(Amount of Change Order plus all other Change Orders approved for the project which exceed 10% of the total amount of the contract or \$10,000 require approval of the City Council)

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Since 1963



Saviano Company Inc.  
1020 Terra Bella Avenue  
Mountain View, CA 94043-1830  
Cont. Lic. CA #557093  
Cont. Lic. NV #0056488  
Cont. Lic. WA #SAVIAC1952NT  
Cont. Lic. OR #134244  
Cont. Lic. AZ #ROC230377  
650-948-3274 Phone  
650-960-0862 Fax  
www.saviano.com

0813798  
02/18/2008  
SAUS01

RECEIVED

FEB 20 2008

CITY OF SAUSALITO

CITY OF SAUSALITO  
ATTENTION: CITY ENGINEER  
420 LITHO STREET  
SAUSALITO CA 94965-1933

TIME & MATERIAL CHARGES  
BASKETBALL COURT OVERLAY

SAVIANO COMPANY INC.  
650-948-3274  
Job No.  
=====

INVOICE#0813798

02/18/2008

Description	Quantity	Unit Price	Amount
=====	=====	=====	=====

5005 CITY OF SAUSALITO - BB COURT OVERLAY

02/13/2008

Labor (Man Hours) to Install & Set Poles; Start to Put Up Backboard	18 HRS	55.0000	990.00
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Material Used - Concrete Bags Purchased 02/12/2008 & 02/13/2008			252.00
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02/15/2008

Labor (Man Hours) to Complete Putting Up Backboard	14 HRS	55.0000	770.00
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Equipment Rental: JACK  
To Lift Backboard

CITY OF SAUSALITO  
APPROVED BY

50.00

DEPT HEAD \_\_\_\_\_

DATE \_\_\_\_\_

ACCT # \_\_\_\_\_

Total Invoice

2,062.00

Payable Upon Receipt of Invoice

PAGE# 1

CO No 1

606

## CITY OF SAUSALITO CHECK REQUEST

**TO:** FINANCE DEPARTMENT, ACCOUNTS PAYABLE

**FROM:** Community Development Department, Todd Teachout  
Dept Name

**DATE REQUESTED:** March 5, 2008      **AMOUNT OF CHECK:** \$7,662.00

**MADE PAYABLE TO:** Saviano Company

**ADDRESS:** 1020 Terra Bella Avenue  
(IF APPLICABLE)  
  
Mountain View, CA 94043-1830

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**EXPLANATION OF SERVICE:** City Hall/Robin Sweeny Park Basketball Court Repave (partial)-  
Fence Fabric Replacement

**DATES OF SERVICE:** February & March , 2008

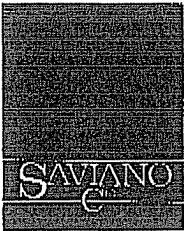
**DEPARTMENT** 016, 209      **ACCOUNT P.O.** 00001229  
**HEAD APPROVAL:** SILVER      **NUMBER:** 140-410-4113-450

**MAIL CHECK**

**RETURN CHECK TO DEPARTMENT**

**ATTN:** \_\_\_\_\_  
Print Name for return

6C  
7



Saviano Company Inc.  
 1020 Terra Bella Avenue  
 Mountain View, CA 94043-1830  
 Cont. Lic. CA #557093  
 Cont. Lic. NV #0056488  
 Cont. Lic. WA #SAVIAC1952NT  
 Cont. Lic. OR #134244  
 Cont. Lic. AZ #ROC230377  
 650-948-3274 Phone  
 650-960-0862 Fax  
 www.saviano.com

RECEIVED  
 RECEIVED  
 MAR 04 2008  
 CITY OF SAUSALITO  
 CITY OF SAUSALITO  
 COMMUNITY DEVELOPMENT  
 COMMUNITY DEVELOPMENT

\*\*\* CONTRACT INVOICE \*\*\*

TO: CITY OF SAUSALITO  
 ATTENTION: CITY ENGINEER  
 420 LITHO STREET  
 SAUSALITO CA 94965-1933

Invoice No : 5005-4  
 Invoice Date: 03/04/2008

Application No: 5005-4  
 Owner Job No : BB CRT REHAB

CONTRACT: 5005 CITY OF SAUSALITO - BB COURT OVERLAY

PHASE	COST CODE	CHG ORD	DESCRIPTION OF WORK	SCHEDULED VALUE	PREVIOUSLY COMPLETED	THIS PERIOD	MATERIALS STORED	TOTAL COMPLETED & STORED	% COMPL	BALANCE TO FINISH	RETENTION
01	0300		Completion of Paving	19000.00	19000.00	0.00	0.00	19000.00	100	0.00	0.00
01	0400		Completion BB CRT Overlay	5000.00	0.00	5000.00	0.00	5000.00	100	0.00	0.00
Original Contract Total:				24000.00	19000.00	5000.00	0.00	24000.00	100	0.00	0.00
01	0700		1 Installation Fence Fabric	8500.00	8500.00	0.00	0.00	8500.00	100	0.00	0.00
01	0100		2 Excavate (2) Holes	600.00	600.00	0.00	0.00	600.00	100	0.00	0.00
Total Change Orders:				9100.00	9100.00	0.00	0.00	9100.00	100	0.00	0.00
Totals To-Date:				33100.00	28100.00	5000.00	0.00	33100.00	100	0.00	0.00

CITY OF SAUSALITO  
 APPROVED BY

DEPT HEAD T. Ternd  
 DATE 3/5/08  
 ACCT # P.O. 00001229

170-410-4113-450

Scheduled Value: 24,000.00  
 Plus Change Orders: 9,100.00

To-Date Scheduled Value: 33,100.00

Total Completed & Stored To-Date: 33,100.00  
 Less Retention: 0.00

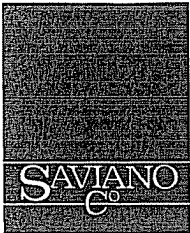
33,100.00

Less Previous Billing: 28,100.00

Current Payment Due: 5,000.00

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8

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Saviano Company Inc.
1020 Terra Bella Avenue
Mountain View, CA 94043-1830
Cont. Lic. CA #557093
Cont. Lic. NV #0056488
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Cont. Lic. OR #134244
Cont. Lic. AZ #ROC230377
650-948-3274 Phone
650-960-0862 Fax
www.saviano.com

\*\*\* CONTRACT INVOICE \*\*\*

TO: CITY OF SAUSALITO
ATTENTION: CITY ENGINEER
420 LITHO STREET
SAUSALITO CA 94965-1933

Invoice No : 5005-3
Invoice Date: 02/13/2008

Application No: 5005-3
Owner Job No : BB CRT REHAB

CONTRACT: 5005 CITY OF SAUSALITO - BB COURT OVERLAY

Table with 11 columns: PHASE, COST CODE, CHG ORD, DESCRIPTION OF WORK, SCHEDULED VALUE, PREVIOUSLY COMPLETED, THIS PERIOD, MATERIALS STORED, TOTAL COMPLETED & STORED, % COMPL, BALANCE TO FINISH, RETENTION. Rows include paving completion, BB CRT overlay, fence fabric installation, and excavate holes.

Scheduled Value: 24,000.00
Plus Change Orders: 9,100.00
To-Date Scheduled Value: 33,100.00
Total Completed & Stored To-Date: 28,100.00
Less Retention: 0.00
28,100.00
Less Previous Billing: 27,500.00
Current Payment Due: 600.00

CITY OF SAUSALITO
APPROVED BY

DEPT HEAD \_\_\_\_\_
DATE \_\_\_\_\_
ACCT # \_\_\_\_\_

600
9



## CITY OF SAUSALITO CHECK REQUEST

**TO:** **FINANCE DEPARTMENT, ACCOUNTS PAYABLE**

**FROM:** Community Development Department, Todd Teachout  
Dept Name

**DATE REQUESTED:** February 6, 2008      **AMOUNT OF CHECK:** \$27,500.00

**MADE PAYABLE TO:** Saviano Company

**ADDRESS:** 1020 Terra Bella Avenue  
**(IF APPLICABLE)**

Mountain View, CA 94043-1830

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**EXPLANATION OF SERVICE:** City Hall/Robin Sweeny Park Basketball Court Repave (partial)-  
Fence Fabric Replacement

**DATES OF SERVICE:** January, 2008

**DEPARTMENT**      **ACCOUNT P.O. 00001229**  
**HEAD APPROVAL:** Todd Teachout      **NUMBER:** 140-410-4113-450

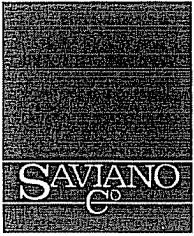
MAIL CHECK

RETURN CHECK TO DEPARTMENT

**ATTN:** \_\_\_\_\_  
Print Name for return

60  
10

Since 1963



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1020 Terra Bella Avenue
Mountain View, CA 94043-1830
Cont. Lic. CA #557093
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650-948-3274 Phone
650-960-0862 Fax
www.saviano.com

RECEIVED

JAN 22 2008

CITY OF SAUSALITO

\*\*\* CONTRACT INVOICE \*\*\*

TO: CITY OF SAUSALITO
ATTENTION: CITY ENGINEER
420 LITHO STREET
SAUSALITO CA 94965-1933

Invoice No : 5005-1
Invoice Date: 01/18/2008

Application No: 5005-1
Owner Job No : BB CRT REHAB

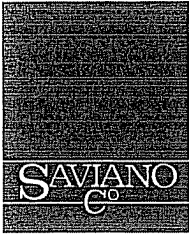
CONTRACT: 5005 CITY OF SAUSALITO - BB COURT OVERLAY

Table with columns: PHASE, COST CHG CODE ORD, DESCRIPTION OF WORK, SCHEDULED VALUE, PREVIOUSLY COMPLETED, THIS PERIOD, MATERIALS STORED, TOTAL COMPLETED & STORED, % COMPL, BALANCE TO FINISH, RETENTION. Rows include Completion of Paving, Completion BB Crt Overlay, Installation Fence Fabric, and Totals To-Date.

Scheduled Value: 24,000.00
Plus Change Orders: 8,500.00
To-Date Scheduled Value: 32,500.00
Total Completed & Stored To-Date: 19,000.00
Less Retention: 0.00
19,000.00
Less Previous Billing: 0.00
Current Payment Due: 19,000.00

6c
11

Since 1963



Saviano Company Inc.
1020 Terra Bella Avenue
Mountain View, CA 94043-1830
Cont. Lic. CA #557093
Cont. Lic. NV #0056488
Cont. Lic. WA #SAVIAC1952NT
Cont. Lic. OR #134244
Cont. Lic. AZ #ROC230377
650-948-3274 Phone
650-960-0862 Fax
www.saviano.com

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JAN 23 2008

CITY OF SAUSALITO

\*\*\* CONTRACT INVOICE \*\*\*

TO: CITY OF SAUSALITO
ATTENTION: CITY ENGINEER
420 LITHO STREET
SAUSALITO CA 94965-1933

Invoice No : 5005-2
Invoice Date: 01/23/2008

Application No: 5005-2
Owner Job No : BB CRT REHAB

CONTRACT: 5005 CITY OF SAUSALITO - BB COURT OVERLAY

Table with 11 columns: PHASE, COST CODE, CHG ORD, DESCRIPTION OF WORK, SCHEDULED VALUE, PREVIOUSLY COMPLETED, THIS PERIOD, MATERIALS STORED, TOTAL COMPLETED & STORED, % COMPL, BALANCE TO FINISH, RETENTION. Rows include paving completion, BB CRT overlay, fence fabric installation, and totals to-date.

Scheduled Value: 24,000.00
Plus Change Orders: 8,500.00

To-Date Scheduled Value: 32,500.00

Total Completed & Stored To-Date: 27,500.00
Less Retention: 0.00

27,500.00

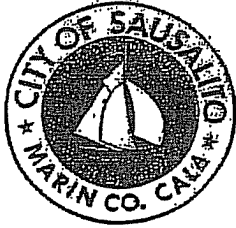
Less Previous Billing: 19,000.00

Current Payment Due: 8,500.00

6c
12

# Purchase Order

City of Sausalito  
 420 Litho Street  
 Sausalito, CA 94965  
 (415) 289-4100



Vendor: SAVIANO  
 Saviano Co. Inc  
 1020 Terra Bella Ave  
 Mt. View, CA 94043

PO Number: 00001229

Order Date: 01/23/2008

Deliver to:

Shipping Instructions:

Comment:

Quantity	Price	Amount	Tax Amt	Handling Amt	Total Amt	Balance Due	Task Code	Type
1.00	33,100.00	33,100.00	0.00	0.00	33,100.00	33,100.00	CG08001-16 140-410-4113-450	Const
2008 City Hall/Robin Sweeney Park BB Court Overlay w/Fence Fabric Replacement and Backboard foundation excavation								
<b>TOTALS:</b>		33,100.00	0.00	0.00	33,100.00	33,100.00		

2/6/07 - \$27,500 5,500  
 3/5/07 - 7,662 -(2,062)  
 C.O. 1 - 0 -

Signature: *Alvin P. [Signature]*

Title: *CITY MANAGER*

*for Louise Ho, Finance Director*

*60  
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