



## Board of Park Commissioners Change Order Approval Form

**Botanical Conservatory  
Control Valves/Catwalk Platforms  
Project: 2022034**

### Change Order Approval Request

#### **Original Scope of Work:**

This project provided access to crucial mechanical systems and the installation of new valves throughout the Botanical Conservatory. This work will be done in concert with the replacement of various HVAC system controllers and sensors (completed under a separate contract).

The project change includes;

- Access to and repair of several fresh air and exhaust dampers throughout each of the three conservatory houses ..... Add \$31,213.00

The summation of these changes results in an increase of the contract amount by \$31,213.00.

#### **Board Approval:**

At this time, I would like to ask the Board of Park Commissioners for approval of a change increase of \$31,213.00 for this project.

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The Fort Wayne Parks and Recreation and the Board of Park Commissioners met to host their regularly scheduled monthly Board meeting on **April 13, 2023**, to approve the above-referenced project and decrease the contract, in the amount of **\$31,213.00**.

*We, the Board of Park Commissioners, on the date stated do ATTEST*, sign to the above-referenced and attached documents, and approve as presented.

\_\_\_\_\_  
**Justin Shurley, President**

\_\_\_\_\_  
**Cory Miller, Vice President**

\_\_\_\_\_  
**Richard Briley, Commissioner**

\_\_\_\_\_  
**Jenna Jauch, Commissioner**

\_\_\_\_\_  
**Steve McDaniel, Director, Board Secretary**



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**FORT WAYNE PARKS AND RECREATION**

1900 North Clinton Street  
Fort Wayne, IN 46805

(260) 427-6000

www.fortwayneparks.org

**Change Order No. 1 - Project #2022034**

Issuant Date: <b>4/10/23</b>	Owner's File No. (P.O.): <b>2022034</b>
Contractor: <b>Allied Mechanical, Inc</b>	Contract For: <b>Control Valves/Catwalk Platforms</b>

**TYPE OF CHANGE:**

Alteration	<input checked="" type="checkbox"/> Addition	Deduction	Other:
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You are authorized to make the following changes to this contract:

<b>Allowance:</b>	Construction Contingency Allowance	n/a
<b>Add:</b>	n/a	<b>\$31,213.00</b>
<b>Credit:</b>	n/a	n/a

<b>\$45,875.00</b>	Contract amount prior to this Change Order
<b>\$31,213.00</b>	Net increase resulting from this Change Order
<b>\$77,088.00</b>	Current contract price INCLUDING this Change Order

Change Order Initiator:	Contractor's Acceptance:	Owner's Approval:
By: <u><i>Chad Shaw</i></u> Chad Shaw	By: <u><i>Jerry Trowbridge</i></u> Jerry Trowbridge	By: <u><i>Steve McDaniel</i></u> Steve McDaniel
Date: <u><i>4/10/23</i></u>	Date: 4/10/2023	Date: <u><i>4/20/23</i></u>



920 Middle Street ~ New Haven, IN 46774 ~ Office 260.749.1600 ~ Fax 260.749.1611

April 3, 2023

Tom Hegge  
Botanical Conservatory  
1100 South Calhoun St.  
Fort Wayne, IN 46802

***Re: Fresh air and exhaust damper repairs***

**SHOWCASE**

**AHU-1N OA:**

2 OF 9 fins do not move, in looking at these, there is 2 links that have rusted and need to be replace, as well as the control rod. The damper was installed to close to louver, damper opens about  $\frac{3}{4}$  of the way. The only thing to do is take all screws and anchors out and move damper back away from louver and resecure. The damper motors will need to be remounted and operation tested.

**AHU-2N OA:**

1 OF 9 Fins does not move, in looking at this, there is 1 link that has rusted and needs to be replaced as well as the control rod. As for bird screen, the damper was installed to close to the louver, so the damper only opens about  $\frac{3}{4}$  of the way. The only thing to do is take all the screws and anchors out and move damper back away from louver and resecure. The damper motors will need to be remounted and operation tested.

**AHU-3N OA:**

4 OF 9 fins are broken. In looking at these, there are 2 linkages that have rusted and need to be replaced as well as the control rod.

**TROPICAL**

**AHU-5N/6N OA**

Damper will not open due to being installed to close to louver. The screws and anchors will have to be removed, and the damper moved back away from louver and resecure. Also seal gap across the top with metal. The damper motors will need to be remounted and operation tested.

**AHU-7N OA**

Damper opens all the way, just install metal strip on bottom side of louver.

**AHU-8N OA**

Damper opens all the way, just install metal strip on bottom side of louver.

**WEST EXHAUST FAN DAMPER**

Remove 36"x 36" broken damper. Provide and install new damper.

(THIS WILL HAVE TO BE DONE FROM THE INSIDE, THE EXHAUST FAN WIRING WILL HAVE TO BE DICONNECTED, AS TO TAKE THE EXHAUST FAN OUT TO REPLACE THE DAMAGED DAMPER)

**ARID**

**AHU-9N OA / AHU-10 OA / AHU-11N OA**

The dampers were installed to close to the louvers, they only open  $\frac{3}{4}$  of the way. The screws and anchors will have to be removed, and the dampers pulled back away from louvers and resecure. The damper motors will need to be remounted and operation tested.

We will also install a metal strip at the bottom of all three louvers and clean the bird screens.

**Total cost for the above is \$31,213.00**

Respectfully Submitted,

*Jerry Trowbridge*

Jerry Trowbridge



## Board of Park Commissioners Change Order Approval Form

**Botanical Conservatory  
HVAC Controls Upgrade  
Project: 2022033**

### Change Order Approval Request

#### **Original Scope of Work:**

This project aimed to reconcile ongoing miscommunications and failures of existing controllers and sensors used to control the HVAC system at the Botanical Conservatory.

The project change includes;

- Deletion of controls for one exhaust fan and damper on the east and west ends of the Tropical and Arid houses (a total of 4 exhaust fans and dampers) and the provision of a lift to access the dampers on the east and west ends of the Showcase house. .... Deduct \$1,800.00

The summation of these changes results in a credit and decreases the contract amount by \$1,800.00.

#### **Board Approval:**

At this time, I would like to ask the Board of Park Commissioners for approval of a change decrease of \$1,800.00 for this project.

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The Fort Wayne Parks and Recreation and the Board of Park Commissioners met to host their regularly scheduled monthly Board meeting on **April 13, 2023**, to approve the above-referenced project and decrease the contract, in the amount of **\$1,800.00**.

***We, the Board of Park Commissioners, on the date stated do ATTEST,*** sign to the above-referenced and attached documents, and approve as presented.

\_\_\_\_\_  
**Justin Shurley, President**

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**Cory Miller, Vice President**

\_\_\_\_\_  
**Richard Briley, Commissioner**

\_\_\_\_\_  
**Jenna Jauch, Commissioner**

\_\_\_\_\_  
**Steve McDaniel, Director, Board Secretary**



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Fort Wayne, IN 46805

(260) 427-6000

www.fortwayneparks.org

**Change Order No. 1 - Project #2022033**

Issuant Date: <b>4/10/23</b>	Owner's File No. (P.O.): <b>2022033</b>
Contractor: <b>Conserv Building Automation Systems</b>	Contract For: <b>HVAC Controls Upgrades</b>

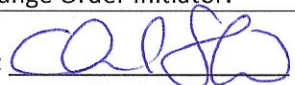
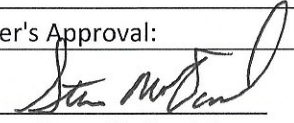
**TYPE OF CHANGE:**

Alteration	Addition	<input checked="" type="checkbox"/> Deduction	Other:
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You are authorized to make the following changes to this contract:

<b>Allowance:</b>	Construction Contingency Allowance	n/a
<b>Add:</b>	n/a	n/a
<b>Credit:</b>	Deduct Item #1 – Delete control of one exhaust fan and damper on the east and west ends of Tropical and Arid areas (4 total exhaust fans and dampers); provision of a lift for one day to access the dampers on the east and west ends of Showcase	(\$1,800.00)

<b>\$229,550.00</b>	Contract amount prior to this Change Order (includes Contingency Allowance)
<b>(\$1,800.00)</b>	Net decrease resulting from this Change Order
<b>\$227,750.00</b>	Current contract price INCLUDING this Change Order

Change Order Initiator:	Contractor's Acceptance:	Owner's Approval:
By:  Chad Shaw	By: <u>Deborah S. Roe</u>	By:  Steve McDaniel
Date: <u>4/10/23</u>	Date: 4/10/2023	Date: <u>4/10/23</u>



814 N. Delaware Street  
Indianapolis, Indiana 46204  
Ph. 888.578.9860  
www.conservbas.com

### REQUEST FOR CHANGE

To: CITY OF FORT WAYNE  
705 EAST STATE BLVD  
FORT WAYNE, IN 46805  
Project: FT WAYNE BOTANICAL BMS UPGR

RFC No: 01  
Date: 4/4/2023

**We propose the following changes in our scope of work:**

Delete control of one exhaust fan and damper on the east and west ends of Tropical and Arid areas (4 total exhaust fans and dampers). Provide a lift for on day to access the dampers on the east and west ends of Showcase.

The above work is subject to the same conditions as specified in the original contract unless otherwise stipulated.

Upon approval the sum of \$-1,800.00 will be added to the contract price.

Original Contract	\$229,550.00
Other Approved Change Orders	\$0.00
Total Contract to Date	\$229,550.00
This Request	\$-1,800.00
Other Pending Requests	\$0.00
Total Contract plus Pending RFCs	\$227,750.00

Project Manager: \_\_\_\_\_, Conserv BAS

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
CITY OF FORT WAYNE

