



**MEMORANDUM**

To: Colleen Baker  
Santa Fe County

From: Claudia Meyer Horn

Date: November 5, 2015

Project Name: Romero Park – Phase I Civil Improvements

Project No: 133

Subject: Change Order 02

Copy To: Mark Hogan, Santa Fe County

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EMCO of Santa Fe, Inc. has issued Change Order 02 for the Romero Park – Phase I Landscape Improvements project for review and approval by Santa Fe County.

Design Office has reviewed the change order request and costs associated with the changes outlined below (as per change request proposals attached to the Change Order request) and finds them to be fair and reasonable. If more information is needed to make a determination, please do not hesitate to contact me.

Following is an overview of the proposed changes, justification, and associated costs:

**Item 1: Additional Grading**

Change: Provide additional grading to create two small detention ponds: one to the north east of the basketball court and one south of the lawn area along Caja del Oro Grant Road.

Justification: The two detention ponds will help address on-site drainage issues and provide water harvesting ponds for landscaped areas.

Cost Implication: \$1,471.25

**Item 2: Slope Paving at Inlet**

Change: Civil engineer proposes installing concrete slope between the back of curb and the existing drain inlet to the west of the park entry drive along Caja del Oro Grant Road.

Justification: A concrete sloped area between the back of curb and inlet will help stabilize the curb and protect the infrastructure in the event someone hits the curb.

Cost Implication: \$550.00

**Item 3: Crosswalk Striping**

Change: Install thermoplastic pedestrian striping on asphalt trail connection.

Justification: Pedestrian striping on the asphalt trail connection across the roadway marks the location of the trail and alerts drivers as to the pedestrian connection.

Cost Implication: \$1,300.99

**Item 4: Pump Enclosures**

Change: Install coyote fence (cedar latillas) on the fence enclosure by the water tank and the pump.

Justification: An opaque covering over the chain link fence is needed to keep the pump equipment out of sight.

Cost Implication: \$3,630.00

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End of Memo

## CHANGE ORDER # 2

PROJECT: ROMERO PARK PHASE I - CIVIL  
IMPROVEMENTS

CONTRACTOR CHANGE ORDER NO: 2

ARCHITECT/ENGINEER Design Office

PROJECT NO: 2015-0194-PW/PL

CONTRACTOR EMCO of Santa Fe, LLC  
Contractor Telephone: (505) 474-3434  
Contractor e-mail: tagengroad@rpcceo.com

ARCHITECT'S PROJECT NO: 133

### CHANGE ORDER JUSTIFICATION

(Provide definitive reason for proposed change order.)

#### Item 1. Additional grading

1. Construct berm, create pond for cottonwood trees and construct new detention pond.  
\$1,471.25.

#### Item 2. Slope Paving

2. Concrete slope paving at existing inlet.  
\$550.00.

#### Item 3. Crosswalk Striping

3. Install thermoplastic striping at new crosswalk.  
\$1,300.99.

#### Item 4 Chain link fence slats

4. American Fence will furnish and install Coyote Fencing around the two fence enclosures.  
\$3,630.00.

You are directed to make the following changes in this Contract:  
(Provide a detailed description of the Scope of the Work.)

(see above)

NOT VALID UNTIL SIGNED BY BOTH THE COUNTY AND THE ARCHITECT/ENGINEER. Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The Original Contract Sum was

\$331,622.35

Net change by previously authorized Change Orders	\$26,245.64
The Contract Sum prior to this Change Order was	\$357,867.99
The Contract Sum will be increased	
by this Change Order in the amount of	\$6,952.24
The new contract Sum including this Change Order will be	\$364,820.23
The Contract Time will be increased by	
The date of Substantial Completion as of the date of this	
Change Order therefore is:	

**CHANGE ORDER SIGNATURE PAGE**

**REVIEWED**

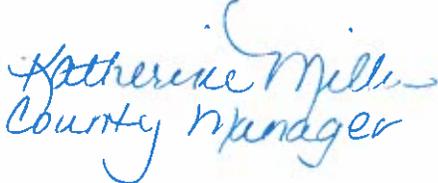
Santa Fe County	By:  Project Manager	Date: 11/13/15
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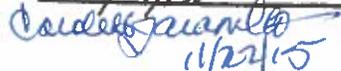
**AGREED AND RECOMMENDED**

CONTRACTOR	By:  Title: Estimator	Date: 11/3/2015
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ARCHITECT/ENGINEER	By:  design office	Date: 11/6/2015
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**APPROVED**

SANTA FE COUNTY	By:  County Manager	Date: 11.23.15
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Approved as to form  
 Santa Fe County Attorney  
 By:   
 Date: 11/18/15  
  
 11/24/15

# CHANGE REQUEST NO. 7

Date: 7/29/2015

To: Santa Fe County

From: EMCO of Santa Fe, LLC

901 W. Alameda

3810 Oliver Road

Santa Fe, NM 87501

Santa Fe, NM 87507

Job Name: Romero Park Phase 1

Job No. 6989

**Changes To Be Made: Construct berm, create pond for cottonwood trees and construct new detention pond.**

6/24/2015, New detention pond near basketball court

• Loader, 1 hour @ \$125 =	\$ 125.00
• Backhoe, 3 hours @ \$75 =	\$ 225.00
• Skidsteer, 3 hours @ \$55 =	\$ 165.00
• 1 Labor, 3 hours @ \$22.5 =	\$ 67.50
SUB TOTAL	\$ 582.50

7/8/2015, Detention pond for Cottonwood Trees

• Blade, 2 hours @ \$150 =	\$ 300.00
• Backhoe, 2 hours @ \$75 =	\$ 150.00
SUB TOTAL	\$ 450.00

7/16/2015, New berm

• Backhoe, 2 hours @ \$75 =	\$ 150.00
• Skidsteer, 2 hours @ \$55 =	\$ 110.00
• 1 Labor, 2 hours @ \$22.5 =	\$ 45.00
SUB TOTAL	\$ 305.00

SUB TOTAL	\$ 1,337.50
O&P	\$ 133.75
TOTAL	\$ 1,471.25

*Reason Change Request: As requested by the Architect.*

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**APPROVED BY:**

**APPROVED BY:**

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*Santa Fe County*

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*EMCO of Santa Fe, LLC*

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**Date:**

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**Date:**

# CHANGE REQUEST NO. 8

Date: 7/29/2015

To: Santa Fe County

From: EMCO of Santa Fe, LLC

901 W. Alameda

3810 Oliver Road

Santa Fe, NM 87501

Santa Fe, NM 87507

Job Name: Romero Park Phase 1

Job No. 6989

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Changes To Be Made: Concrete slope paving at existing inlet.

7/22/2015

• Slope paving @ inlet @ \$500 =		\$ 500.00
	SUB TOTAL	\$ 500.00
	O&P	\$ 50.00
	TOTAL	\$ 550.00

Reason Change Request: As requested by the Architect.

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APPROVED BY:

APPROVED BY:

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Santa Fe County

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EMCO of Santa Fe, LLC

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Date:

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Date:

# CHANGE REQUEST NO. 9

*Date: 8/5/2015*

*To: Santa Fe County*

*From: EMCO of Santa Fe, LLC*

901 W. Alameda

3810 Oliver Road

Santa Fe, NM 87501

Santa Fe, NM 87507

*Job Name: Romero Park Phase 1*

*Job No. 6989*

*Changes To Be Made: Crosswalk striping.*

• Crosswalk striping @ \$1,182.72 =		<u>\$ 1,182.72</u>
	SUB TOTAL	\$ 1,182.72
	O&P	\$ 118.27
	TOTAL	<u>\$ 1,300.99</u>

*Reason Change Request: As requested by the Architect.*

**APPROVED BY:**

**APPROVED BY:**

*Santa Fe County*

*EMCO of Santa Fe, LLC*

**Date:**

**Date:**

# ACCUSTRIPE, INC.

332 MURIEL NE  
 ALBUQUERQUE, NM 87123  
 NM LIC #: 25282  
 PH: (505) 296-7529  
 FAX: (505) 292-6190

# INVOICE

Invoice #:  
**597-38624**  
 Invoice Date:  
**7/31/15**  
 Page:  
 1

Customer:  
 EMCO, INC  
 3810 OLIVER RD  
 SANTA FE, NM 87501

Job #: 38624  
~~ROMERO PARK~~  
 CAJADEL ORO GRANT RD  
 AGUA FRIA, NM

Customer ID	Purchase Order #:	Sales Order #
EMCO	UNIT PRICE \$ ONLY	38624

## PAVEMENT MARKING SERVICES SINCE 1980!

QUANTITY	UNIT	DESCRIPTION	EXTENSION
1	<Each>	PER WORK PERFORMED - 7-14/16/20-2015	
20	EA	ITEM # 25 PARKING BUMPERS, CUSTOM, CONCRETE 6' LENGTH	
	EA	ITEM # 26 PARKING BUMPERS, STANDARD, CONCRETE 6' LENGTH	
110	EA	ITEM # 27 PARKING BUMPERS, STANDARD, CONCRETE 6' RELOCATE EXISTING	
13	LF	ITEM # 28 THERMOPLASTIC - 24" WHITE STOP BAR	
273	LF	ITEM # 29 THERMOPLASTIC - 4" BLUE	
4	EA	ITEM # 30 THERMOPLASTIC- ADA- SYMBOL	
4	EA	ITEM # 31 SIGN, HANDICAP	
3	EA	ITEM # 32 SIGN, HANDICAP VAN ACCESSIBLE ( SIGN ONLY)	
1	EA	ITEM #33 SIGN, STOP	
1	EA	ITEM # 34 SIGN, STREET NAME (SIGN ONLY)	
1	EA	FURNISH AND INSTALL (NO THRU) SIGN	
2	EA	ITEM # 35 SIGN, ( NO PARKING)SIGNS	
	EA	ITEM # 36 SIGN, EMERGENCY ACCESS (SIGN ONLY)	
1	<Each>	ITEM # 73 MOBILIZATION	
56	LF	ITEM # -- THERMOPLASTIC -12" WHITE CROSSWALK	1,182.72

THANK YOU FOR YOUR BUSINESS. VISA, MASTERCARD and DISCOVER ACCEPTED.

Subtotal  
 Sales Tax  
 Total Invoice Amount

TERMS: PAYMENT IS DUE UPON COMPLETION OF WORK. THIS ACCOUNT IS SUBJECT TO A FINANCE CHARGE FOR LATE PAYMENT AND ALL COSTS INCURRED IN COLLECTION OF THIS INVOICE. FINANCE CHARGE IS COMPUTED AT A MONTHLY PERCENT OF 1 1/2%. (18% PER YEAR) ON THE TOTAL PAST DUE BALANCE OVER 30 DAYS.

PARKING LOT STRIPING PLAYGROUND GAMES SIGNAGE BUMPER BLOCKS ROADWAY AND HIGHWAY THERMOPLASTIC

# CHANGE REQUEST NO. 10

**Date:** 11/5/2015

**To: Santa Fe County**

901 W. Alameda

Santa Fe, NM 87501

**From: EMCO of Santa Fe, LLC**

3810 Oliver Road

Santa Fe, NM 87507

**Job Name:** Romero Park Phase 1

**Job No.** 6989

**Changes To Be Made:** American Fence will furnish and install Coyote Fencing around the two fence enclosures.

- Coyote fencing \$3,300.00 =

	<u>\$ 3,300.00</u>
SUB TOTAL	\$ 3,300.00
O&P	<u>\$ 3,630.00</u>
TOTAL	\$ 3,630.00

**Reason Change Request:** As requested by the Architect.

**APPROVED BY:**

Santa Fe County

**Date:**

**APPROVED BY:**

EMCO of Santa Fe, LLC

**Date:**

# SUB SURFACE CONTRACTING, INC.

N.M. License # 30972

27A Paseo de River  
Santa Fe, NM 87507  
(505) 473-1000

## PROPOSAL

Proposal Submitted To: <b>EMCO</b>		Phone: <b>490 9003</b>	Date: <b>11 3 2015</b>
Street: <b>Caja del Oro</b>		Job Name: <b>Romero Park Coyote Fencing</b>	
City, State, Zip <b>Santa Fe NM 87501</b>		Job Location: <b>Romero Park</b>	
Architect <b>Design Team</b>	Date of Plans: <b>10 1 15</b>	<b>Sub Surface Contracting</b> <b>CRS #02-104256-000</b>	Job Phone:

We hereby propose to furnish material and labor necessary for the completion of:

American Fence will furnish and install Coyote Fencing around the two Fence enclosures.

Cost for the above described work = \$3,300.00

### ROCK CLAUSE AND ADDITIONAL NOTES

1. Rock, frost, and or hard dirt, or dirt with boulders and cobble, including tufa, sandstone, decomposed granite that is encountered and is not capable to be excavated by our "Rubber Tired Backhoe" would qualify for enforcement of the " Rock Clause". Mechanical hammering with pneumatic hammer, jackhammer, or blasting or open cutting of roads that cannot be bored will be performed and invoiced at cost plus 20% until normal conditions occur. This Rock Clause includes the cost of exportation of unsuitable soils from site and importation and placement of suitable soils as required.

2. Topography and Contour Maps; All proposals and estimates by Sub Surface Contracting are based solely and entirely upon complete accuracy of provided topos and maps.

3. NA

4. Unless otherwise noted, all excavated cut materials assumed to be suitable for structural filling, if not importation of approved soils will be additional

5. NO SOILS OR DENSITY TESTS INCLUDED

6. Water meter supplied by others

7. NO CONSTRUCTION STAKING, LAYOUT OR SURVEYS INCLUDED.

8. No base course, gravel or pavement included unless itemized in proposal

9. Re-Seeding not Included

10. Does not include clean up or export of excess spoils or debris from other contractors

11. All necessary design and engineering to be provided by others

12. No permits, bonding or fees included except as noted on the proposal .

13. No NMGR tax included unless indicated.

14. Not responsible for unforeseen or unlocatable private utilities or the cost of a Private Locator.

15. All roads and utility easements must be cut to sub grade before utility work can begin.

16. All accounts past due will be charged 1 ½% per month or 18% annually.

17. SUB SURFACE RESERVE THE RIGHT TO INSPECT FINAL DRAWINGS FOR CHANGES AND

ADDITIONS TO THIS PROPOSAL.

18. THESE GENERAL NOTES ARE PART OF THE PROPOSAL AND BECOME PART OF THE FINAL CONTRACT UPON ACCEPTANCE OF THE PROPOSAL

WE PROPOSE hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Dollars **(\$3,300.00)**

Payment to be made as follows: **Submittals on the 25<sup>th</sup> of the month for work completed with payment on or before the 10<sup>th</sup> of the month following.**

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature: \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within 30 days.

**ACCEPTANCE OF PROPOSAL** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Signature \_\_\_\_\_