



Fire Department

DATE: January 23, 2024

FROM: Chad Gee, Deputy Fire Chief

ITEM: Fire Station 1 Remodel Change Order

REQUEST:

EAPC is requesting an increase to the design fee due to an increase in total project cost as well as a time extension to the contract.

BACKGROUND INFORMATION:

EAPC is requesting an increase to the design fee as the project came in higher than the original bid amount. They are also requesting a time extension until March 31st 2024.

RECOMMENDED CITY COMMISSION ACTION:

To grant changes in the contract amount and to add the needed days to project

STAFF CONTACT INFORMATION:

Joel Boespflug, Fire Chief, 701-355-1423, jboespflug@bismarcknd.gov

ATTACHMENTS:

1. EAPC Contract-Change-Order-Form 1
2. EAPC Change Order Amendment No 1

CONTRACT CHANGE ORDER FORM

DEPARTMENT

City Department	Fire		
Contractor	EAPC		
Contract Number	2023-0026	Change Order Number	1
Project Number	see project desc	Change Order Date	1/2/2024
Project Description	BLDCONST.BLDG.FIRESTAT1REMODEL		
Original Contract Amount	\$ 35,779.03	Approved Contract Budget	
Previous Contract Amount	\$ 35,779.03		
Change Order Amount	\$ 40,739.87		ACTION REQUIRED (SEE BELOW)
Proposed Contract Amount	\$ 76,518.90		
Within Project Scope	YES	Within Project Funding	YES
Completion Date	10/30/2023	Change in Completion Date	YES
Revised Completion Date*	3/31/2024	REV COMP DATE REQ'D	<i>*If completion date changed on this Change Order</i>
Type of Change Order	Non Design-related	Work Order No(s).	

Description:

New design fee due to increase in total cost of project as well as a contract extension.

Project Manager Signature (≤\$15,000) _____ **SIGN HERE**
Send to Fiscal if change is ≤\$15,000, completion date ≤5 days, no scope change or no revised budget Date

Department Head Signature (≤\$25,000) _____ **SIGN HERE**
Send to Fiscal if change is ≤\$25,000, completion date ≤15 days, no scope change or no revised budget Date

ADMINISTRATION

City Administrator Signature (≤\$50,000) _____ **SIGN HERE**
Add to Commission Agenda Date

COMMISSION APPROVAL

Commission Approval Date _____ **COMMISSION APPROVAL
REQUIRED**
Attach Commission approval memo and send to Fiscal

FISCAL

**If not within project scope or funding, attach revised description and/or revised Project Budget for Board Approval*

CONTRACT CHANGE ORDER FORM

Comments

**If not within project scope or funding, attach revised description and/or revised Project Budget for Board Approval*



Architecture

Engineering

Interior Design

Industrial Services

AMENDMENT 1

Amendment No.	1	Date	1.2.2023
Project Name Job #	Bismarck Fire Station #1 Remodel		20222150
Reference	AIA Document B101 – 2017 Standard Form of Agreement Between Owner & Architect		
Owner	City of Bismarck	Architect	Engineers-Architects, P.C. (herein known as EAPC Architects Engineers)
	601 South 26 th Street		116 W Main Avenue, Suite A
	Bismarck, ND 58506		Bismarck, ND 58501

This document amends and becomes part of the above referenced Contract.

Change Article 11.3 Compensation Fee increased by \$1,951.30, to reflect 8% of total owner initiated Change Order costs.

New total design services Fee amount \$76,518.90

Extend design services contract to March 31st, 2024.

This Agreement entered into as of the day and year first written above.

OWNER

Jason Tomanek, City Administrator

ARCHITECT

Alan Dostert AIA, President/CEO

20222150 BISMARCK FIRE STATION #1 REMODEL PROJECT FEE BREAKDOWN

EAPC FEE BREAKDOWN

Construction Cost Bid Amount	\$ 886,470.00	Total 3 prime contractor Cost	\$ 984,522.05
Original Fee, 8% of construction	\$ 70,917.60		
Owner initiated change order total cost	\$ 24,391.29		
8% of owner initiated Change Orders	\$ 1,951.30		
Design team change orders	\$ 73,660.76		
8% of Design Team Change Orders	\$ -		
Measured Drawings (as-builts) per Fee Proposal 2/23/22022	\$ 2,500.00		
Direct Reimbursables per Fee Proposal 2/23/22022	\$ 1,150.00		
Revised total fee	\$ 76,518.90		

EAPC BILLING BREAKDOWN

Total paid to date	\$ 30,659.43
Total remaining billing	\$ 45,859.47

REIMBURSABLES BILLING BREAKDOWN

Direct Reimbursables allowance per Fee Proposal 2/23/22022	\$ 1,150.00
Reimbursables amount billed Invoice no: 53603 March 23, 2023	\$ 3,659.43
EAPC reimbursables balance contribution	\$ 2,509.43

EAPC CONTRIBUTIONS

CO G08 50% of office furniture cost	\$ 7,187.57
CO G11 door 121 lockset	\$ 841.00
Reimbursable overage	\$ 2,509.43
Total EAPC contributions	\$ 10,538.00

Total remaining billing minus EAPC Contributions **\$ 35,321.47**



Architectural/Engineering Fee Proposal -Bismarck Station #1 Remodel
 2/23/2022

This fee proposal is based upon delivery of the services as noted in the Request for Qualifications:

Full Professional Services Fee including Architectural, Interiors, Structural, Mechanical, and Electrical.
Fee is based upon an 8% Percentage of Construction Costs.

A. Project Budget:

Total Budget \$ 450,000.00

B. Budget Breakdown:

Owners Soft Costs
 Advertisement (Bidding) \$ 600.00
 FFE \$ 10,000.00

#

A/E Fees (Standard Basic Services) \$ 32,129.03
A/E Fees (Additional Services)
 Measured Drawings (as-builts) \$ 2,500.00

Construction Cost (Including Contingency) \$ 401,612.90

C. Direct Reimbursables

Exterior 3-D Rendering (optional) \$ 2,500.00 (Optional)
 Prints, Etc. \$ 750.00
 Postage, Delivery, Misc. Office Expense \$ 400.00
Total Reimbursables \$ 1,150.00

TOTAL DESIGN FEE (w/o Rendering) \$ 35,779.03

EAPC Architects Engineers
 116 W Main Ave
 Suite A
 Bismarck, ND 58501

Prepared by:
 Alan D. Dostert, AIA
alan.dostert@eapc.net

March 08, 2023
 Invoice No: 53603
 Due Date: March 23, 2023

Bismarck Fire & Inspections Department
 1020 E Central Ave
 Bismarck, ND 58501

Project 20222150 BSMK Fire Station 1 Remodel
 Attn: Brooks Martin

Professional Services from January 29, 2023 to February 25, 2023

Fee

Estimated Construction Cost 450,000.00
 Fee Percentage 8.00
 Total Fee 36,000.00

Billing Phase	Percent of Fee	Fee	Percent Complete	Earned
Schematic Design	10.00	3,600.00	100.00	3,600.00
Design Development	20.00	7,200.00	100.00	7,200.00
Construction Documents	40.00	14,400.00	100.00	14,400.00
Bidding / Award	5.00	1,800.00	100.00	1,800.00
Construction Administration	25.00	9,000.00	0.00	0.00

Total Earned 27,000.00
 Previous Fee Billing 10,800.00
 Current Fee Billing 16,200.00

Total Fee 16,200.00

Reimbursable Expenses

Proj Repro - Printing
 2/15/2023 Bismarck Printing Printing 2,269.90
Total Reimbursables 2,269.90 2,269.90

Total this Invoice \$18,469.90

Outstanding Invoices

Number	Date	Balance
50958	4/7/2022	900.00

Approved By: _____

Please Remit to:

EAPC Architects Engineers
 3100 DeMers Ave.
 Grand Forks, ND 58201

Project	20222150	BSMK Fire Station 1 Remodel	Invoice	53603
	53303	2/9/2023		
	Total			
		5,400.00		
		6,300.00	Total Now Due	\$24,769.90

Billings to Date

	Current Month	Prior Months	Total Billed
Fee	16,200.00	10,800.00	27,000.00
Expense	2,269.90	1,389.53	3,659.43
Totals	18,469.90	12,189.53	30,659.43

Approved By: _____

Please Remit to:

EAPC Architects Engineers
 3100 DeMers Ave.
 Grand Forks, ND 58201