MEMO

To: **Park Board**

From: **Greg Vitale, Director of Parks and Recreation**

Date: **April 13, 2015**

Re: **Community Park Phase IV – Olthoff, Inc.**

It has brought to my attention that a substantial amount of the work at Community Park by Olthoff, Inc. in the amount of $166,794.27 was being performed as a result of a change order that was never officially approved by the park board or the town council. According to the Project Manager from Robinson Engineering, the approval was lost in the mix last summer at approximately the same time that the previous administration was leaving their positions. When asked for clarification, the Project Manager told me that he had numerous conversations with the previous administration about the work and was told to go ahead with it. He assumed that the changes would be approved, but the approval process never took place. Although the work has been performed, the contract extension process is now in my hands. Furthermore, since the work has been completed, Olthoff is seeking their payment.

I have met with the Town Manager about the situation and we feel that the board and council should be aware of this situation. The contract extension documents are attached for your review and questions.

Robinson ENGINEERING 75
Municipal Expertise. Community Commitment
Joseph Nordman, P.E.
Direct Line: (708) 210-5670
Email: jnordman@reltd.com

April 4, 2015
Project 08-409.04

Town of Munster
1005 Ridge Road
Munster, IN 45321

Attn: Greg Vitale, Director of Parks and Recreation

RE: Community Park Phase IV

Dear Mr. Vitale:

The following work for the contract extension was completed as a part of the Community Park Phase IV work;

CONTRACT EXTENSION # 9

CENTENNIAL PARK UNDERGROUND & EARTHWORK - PHASE IV

The Town of Munster hereby approves the following change to the agreement with Olthoff, Inc., of Chicago Heights, IL:

Address Wash Outs with 3" Stone - This work consisted of placing 3" stone at locations in the outfield of both Babe Ruth fields in areas that had been washed out due to rain events. This is necessary since the landscape contract had not been awarded. **Cost $9,219.16**

Black Direct backing North and South - This work consisted of placing black dirt around both Babe Ruth fields to minimize the wash out of the red warning track mixture. **Cost - $6,923.00**

Downspouts and Temp Retaining Wall - This work consisted of redirecting the downspouts for the maintenance building into the storm sewer and constructing a temporary retaining wall to hold the stone was the west garage door in place. This work was required due to the need to move the maintenance building because of the conflict with the gas main. **Cost – $5,190.00**

Batting Cage Prep – This work consisted of placing and grading stone for the batting cages. **Cost $3,531.60**

Phase 1 Softball Work –This work consisted of providing additional grading outside of the Phase 1 Softball Fields in order to correct the existing drainage. All work completed within the ball fields was completed by the ball field contractor at no cost. **Cost $31,335.93**

Rough Grading and Storm Sewer – This work consisted in the addition of grading to enable Gariup to place sidewalk and curb in the vicinity of the new parking lot. This also included some modifications to the sewers in this area. **Cost $17,308**

Extension of Existing Line Items – Prior to commencing with Phase IV of the construction at Community Park, there was an extension of $280,000. There were a few items that were underestimated. After completion of this work, there were additional amounts of the following line items - Excavation Common, Fence Removal, Exploratory Excavation, Structure Backfill, Temporary Silt Fence, 12" Storm Sewer, Catch Basin 2' Dia., 8" Sanitary Sewer, Cut to Fill, and Topsoil Respread. **Cost $93,286.58**

Total of Extensions – Contract Extension #9 - $166,794.27

Original Contract Sum:	$833,372.21
Approved Extensions to Date	$1,036,051.02
Current Adjusted Contract	$1,869,423.23
Total of Changes per Extension #9	$166,794.27
Revised Contract Sum	$2,036,217.50
Work Completed to Date	$2,036,217.50

Very truly yours,

ROBINSON ENGINEERING, LTD.

Joseph Nordman, P.E.
Senior Project Manager
Jmn/pc
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