

MEMO

To: Park Board

From: Greg Vitale, Director of Parks and Recreation

Date: July 7, 2015

Re: Olthoff, Incorporated: Audit of Work Performed and Recommendation

On June 26, 2015, an on-site audit of the phase IV work was performed. The individuals who performed the audit were Greg Vitale, Director of Parks and Recreation and Jerry Rosko, Superintendent of Park Maintenance. They were assisted on-site by Olthoff, Inc. owner Dale Olthoff and Field Superintendent Steve Frieling. Joe Nordman, the Project Manager from Robinson Engineering also assisted off-site. He helped to verify quantities, to answer questions and to confirm that the supplies that were ordered were consistent with the work that was performed. Finally, Walsh and Kelly and Sportsfields were contacted to validate that Olthoff's work was necessary before they were able to do their work. The information that they provided was consistent with the information that was gathered in the audit.

The audit itself consisted of walking the entire Phase IV construction site and looking at everything that was completed. All manhole covers and catch basins were counted and the distances between them were estimated and compared to the distances listed on the quantity list. Additionally, the locations of all of the old drainage basins that were removed were pointed out along with where the old pipe was located. This was also verified in the quantity list. Finally, the materials on the invoices were compared to those in the pick tickets. The only items that could not be physically verified were the amount of soil that was moved and how much stone was added as the subsurface to the asphalt. These quantities were verified by Joe Nordman. A good indication of how much soil was moved is determined by looking at pictures (available at the board meeting) of the berm outside of the fields. This indicates the former height of the fields. The pictures also show some of the subsurface that was added before the asphalt work was completed. All of this work was completed by Olthoff, Inc.

The phase I softball work was removed from payout 19. It was resubmitted as 19A and the amount was reduced to \$136,667.16. Pay request 20 in the amount of \$47,946.62 includes the work performed on the Babe Ruth parking lot.

Still outstanding are \$31,335.93 (19B) for the Phase I softball work and \$52,134.84 (21) for retainage.

Recommendation

It is recommended that the Park Board approve payment for pay request 19A in the amount of \$136,667.16 and pay request 20 in the amount of \$47,946.62.