

EXECUTIVE SUMMARY – LEGACY PROJECT CLOSE OUT

**Final Acceptance, Release of Retainage and Negotiated Close Out Cost
Bright Horizons Center
IAQ Repairs - HVAC
Project No. P.000154**

PROJECT OVERVIEW:

Type of Contract:	Continuing Services Minor Projects (CSMP)
Contractor:	Grace & Naeem Uddin, Inc.
Notice to Proceed Date:	July 11, 2007
Retainage Amount:	\$500
Contract Balance(Excluding Retainage Amount):	\$146,402
Close Out Amount Due:	\$146,902

Project Overview: HVAC Additions and Alterations, to include replacing 5 Air Handler Units (5# AHU) Bypass Dampers, Electric Duct Heaters, Electrical panels and exhaust fans.

Status of Work: The required scope of work is complete and all final Building Department’s inspections are deemed satisfactory, as evidenced with the executed OEF 110b and the OEF 209 by the Chief Building Official.

Key Issues: The Contractor requested compensation for additional cost of work and delay claims impacted by revised drawings (ASI’s) modifying the original design drawings of the Project. Revisions of the scope of the Project were issued by the Consultant of Record as unforeseen conditions were discovered. Agreement on the final compensation associated with the additional scope was not resolved prior to executing the work. After several review iterations by OFC, the original contractor’s claim was resolved to include only the actual cost of work as per the unit rates of the Construction Services Minor Projects Agreement between the SBBC and the Contractor.

Action Plan:

Normally a CSMP project does not require Board approval for close out, but this project will have a financial impact of \$46,304 which requires Board approval. The CSMP contract at the time of this project did not require the standard 01250g change order form, but instead, uses the Recap Estimating Sheet (see Exhibit 2) with a new purchase order issued for the change amount. It is recommended that a final purchase order be generated and the final payment be issued closing out this project.