

CHANGE ORDER FORM



Project Title: Ankeny Public Library Construction
Contractor: OPN Architects
Address: 100 Court Avenue, Suite 100 - Des Moines, IA 50309
Finance Budget Code: 928.2928.4210 **Finance Project #** 928.4210
Vendor Project or Invoice #: 0 **PO #** 0
Original Contract Date: October 17, 2016 **Vendor #** 8777

Change Order Number: 1

Change Order Date: January 7, 2019

Purpose of Change Order:

Additional Services needed to facilitate the library FF&E (Furniture, Fixtures and Equipment) including design, detailing, estimates, product reviews, selection of components, furniture plan preparation, bid document preparation, and bidding assistance.

Details of Change Order:

ITEM #	DESCRIPTION	UNITS	QUANTITY CHANGE	UNIT PRICE	EXTENDED PRICE
1	FF&E Assistance	LS	1.00	\$ 96,980.00	\$ 96,980.00
2					\$ -
3					\$ -
4					\$ -
5					\$ -
6					\$ -
7					\$ -
8					\$ -
9					\$ -
10					\$ -

Change Order Number: 1 makes the following adjustments to the contract: **\$ 96,980.00**

Contractor Accepted: OPN Architects

Signature: [Signature] Firm Name: OPN Architects
 Date: 12/28/18

Engineer Approved: _____

Signature: [Signature] Firm Name: OPN Architects
 Date: 12/27/2018

Owner Accepted: City of Ankeny

Signature: _____ Title: _____
 Date: _____

Attest for Owner:

Signature: _____ Title: _____
 Date: _____

Record of Change Orders

#	Date	Amount
Original Contract Amount		\$ 1,072,890.00
1	January 7, 2019	\$ 96,980.00
2		
3		
4		
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15		

Revised Contract Amount **\$ 1,169,870.00**



AIA® Document G802™ – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*
Ankeny Library and Community Facility
Prairie Trail
Ankeny, IA 50023

AGREEMENT INFORMATION:
Date: October 12, 2016

AMENDMENT INFORMATION:
Amendment Number: 001

Date: December 26, 2018

OWNER: *(name and address)*
City of Ankeny
410 West First Street
Ankeny, IA 50023

ARCHITECT: *(name and address)*
OPN Architects, Inc.
100 Court Ave, Suite 100
Des Moines, IA 50309

The Owner and Architect amend the Agreement as follows:

Add professional design services related to Furniture, Fixtures, and Equipment (FFE) scope as described in proposal letter dated December 7, 2018 (attached herein).

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

Add the sum of Ninety-Six Thousand Nine Hundred Eighty Dollars (\$96,980.00).

Schedule Adjustment:

As mutually agreed upon to successfully bid and acquire furnishings for the Project prior to the opening of the library.

SIGNATURES:

OPN Architects, Inc.

ARCHITECT *(Firm name)*

SIGNATURE

Richard Seely, AIA, Principal

PRINTED NAME AND TITLE

26 December 2018

DATE

City of Ankeny

OWNER *(Firm name)*

SIGNATURE

Gary Lorenz, Mayor

PRINTED NAME AND TITLE

DATE



Cedar Rapids

200 Fifth Avenue SE Ste. 201
Cedar Rapids, Iowa 52401
(319) 363-6018

Des Moines

100 Court Avenue Ste. 100
Des Moines, Iowa 50309
(515) 309-0722

Iowa City

24 ½ S. Clinton Street
Iowa City, Iowa 52240
(319) 363-6018

Madison

301 N. Broom Street Ste. 100
Madison, Wisconsin 53703
(608) 819-0260

opnarchitects.com

December 7, 2018

Mr. Paul Moritz
Assistant City Manager - City of Ankeny
410 West First Street
Ankeny, Iowa 50023

RE: FFE Professional Services Proposal

Paul: We are pleased to submit the following proposal for the amendment of the professional design services agreement for Ankeny Kirkendall Public Library. This proposal includes the addition of the following design services:

1. Establish Preliminary Furniture Pricing Estimate:

Using schematic design furniture blocking concepts, OPN will review all programmed areas requiring furniture and pull together preferred selected styles that will complement the architecture, align with the budget as well as meet the functional needs of the end users. Once options are selected, we will verify the layouts, quantities and styles with the Ankeny Public Library and City administration team for their approval. Using these quantities and minimal assistance from area furniture representatives, we will establish a preliminary furniture estimate. This estimate would be used as the foundation in establishing an actual furniture budget for the project.

2. Presentation:

OPN will provide the following:

- Preliminary Furniture Layout incorporating proposed/conceptual furniture pieces.
- Cut sheets representing recommended furniture style selections.
- Proposed concepts for furniture finish selections such as fabrics and materials that coordinate with architectural finish selections.
- REVISED Preliminary Furniture Budget representing this phase of the project.

3. Product Review:

This process would involve OPN and representatives of the Ankeny Public Library and City administrative staff to narrow down selections made in the Presentation Phase. This process requires the local manufacturers' representatives to supply chair mock ups and host/assist in organizing other relevant product review opportunities for review by



the Design team. OPN will be responsible for all coordination issues related to this process.

4. Product Selection:

Based on information gathered during the Product Review Phase final product selections will be made by OPN and Ankeny Public Library/City Administrative team. This includes furniture systems, all seating solutions and tables. Also included are final furniture finish selections such as fabrics that coordinate with architectural finish selections.

5. Finalized Furniture Plan:

A Furniture Plan will be submitted for layout and quantity approval. Once this plan is approved by the Ankeny Library/City Administration team it will be released to selected furniture vendors for a more thorough pricing exercise that will be competitively bid or awarded per any pre-negotiated purchasing agreements.

6. Electrical Coordination:

While the furniture vendors are reviewing the furniture drawings OPN will coordinate all final electrical requirements necessary with electrical contractors and/or furniture vendors as necessary to align with design intent outlined in construction documents.

7. Bid Documents and Coordination:

OPN will provide furniture plans and specifications of all products and finishes to the approved furniture vendors for a final PO request. OPN will supply the City of Ankeny and Ankeny Public Library with furniture product binders, furniture finishes, specifications and installation drawings as they relate to the approved furniture system as part of their Owners & Maintenance (O&M) resource material.

8. Punchlist:

A Furniture punchlist and final closeout will be initiated by OPN. OPN will assist as required for any coordination issues that need to be addressed with each awarded vendor.

To complete the Scope of Work as outlined above for the Ankeny Public Library, we propose a fixed fee compensation of

- Ninety-Six Thousand Nine Hundred Eighty Dollars (\$96,980.00)



These fees do not include reimbursable expenses such as printing of internal documents and presentation drawings. This reimbursable amount does not include travel/lodging/meal costs.

Scope of FFE to be documented:

- Library Staff Workstations and Seating, Breakroom Furnishings
- Library Public Computer Tables and Seating
- Library Meeting Room Tables and Seating (including Lounge Areas)
- Library Book Shelving and End Panel Design
- Children's Program Room Furnishings
- Teen and Maker Space Furnishings
- Public Meeting Room Seating
- City Council Chambers Seating
- Misc Movable tables as required

Exclusions:

- A/V Equipment (to be added at later date)

If this proposal is acceptable to the City of Ankeny, we would propose to amend our existing Agreement with an AIA G801 "Notification of Amendment to the Professional Services Agreement" form. Alternatively, this work could be executed under a new prime agreement.

We are excited for the opportunity to assist with this part of the project to further integrate a holistic, innovative furniture solution for the community of Ankeny. Let me know if you have any questions.

Best Regards,

A handwritten signature in black ink, appearing to be 'Brett Mendenhall', followed by a long, horizontal, wavy line.

Brett Mendenhall, AIA
Associate
OPN Architects, Inc.