



November 12, 2021

Mr. Kevin Fallin  
Downey & Scott, LLC  
6799 Kennedy Road, Unit F  
Warrenton, Virginia 20187

ECS Project Nos. 01:28953-B

Reference: Change Order Request #1, Town of Vienna Police Station, Vienna, Virginia

Dear Mr. Fallin:

This letter is prepared to provide an update on the project and budget status. ECS has been performing observation and testing services on this project in accordance with the approved contract PO #20210274-00 per ECS Proposal No. 01-62566-CP dated October 9, 2020. The approved budget for the project is \$78,276.40.

ECS has been performing Special Inspections field testing and observation services on this project since March 23, 2021. Based on our most recent Invoices for work performed through October 30, 2021, we have invoiced the project \$73,751.45 leaving us a balance of \$4,524.95. Based on the project status and work that is yet to be performed, the current budget will not be enough to complete remaining scope.

We have been monitoring our scope, project progress, and budget closely and were regularly reviewing and discussing it with your office. Based on our records, the main reason for additional funds required is an additional scope requested. We have reviewed our records and highlighted items that stood out from our original contract.

- Our original budget of \$78,276.40 was for a total of 35 weeks of ECS involvement. Our records indicate, that as of October 30, 2021, ECS has been working on the project for 32 weeks. The remaining scope for this project is anticipated to need ECS services longer than 3 weeks.
- Based on our records, the contractor had challenges finding suitable soils for backfill. ECS was requested to review and test more structural fill samples than was included in our contract. Per our records 9 laboratory soil proctors were performed by ECS while in the contract we had four (4). In addition, ECS was also requested to review and approve import soil proctors that were tested by others.
- The concrete mix design placed for footings did not come up to the design compressive strength which resulted in obtaining concrete cores by ECS. The additional cost that occurred due to low compressive strength of concrete, was billed to the client against our current contract.

- Our contract has no overtime allowance included. Based on our records ECS was requested to work 32.5 hours of overtime.
- Due to additional scope requested, more engineering support was needed. Our records indicate that approximately 179 hours have been billed by the project manager and principal engineer on this project as of October 30, 2021. Our contract has total of 182 hours. The remaining allowance for the Project Manager and Principal Engineer will not be enough to complete the project.

The project is currently ongoing and ECS is on site performing field observation and testing services as being requested. Based on the construction schedule dated October 5, 2021 that was provided to us by your office and our discussion with Hoar Construction, ECS services are anticipated to be needed on a full-time basis until end of December 2021, and then on a part-time basis until February 23, 2022, weather permitted. The contractor is currently working on the CMU walls, light gage/structural steel framing, and fireproofing within the building structure. The site perimeter wall has started and miscellaneous sitework backfill activities are taking place. We also understand that an underground storm structure is planned to be installed in December. Final hardscapes and fireproofing are planned to be completed in 2022.

Based on the provided information, previous billings, and our understanding of the remaining scope, we request a change order for the amount of \$29,782.45. This amount should cover invoices for work performed through November 8, 2021, and also services to be performed by February 23, 2022. This assumes no additional scope that is in the current contract will be added. A detailed breakdown of the estimated cost is provided below.

#### FIELD SERVICES

	HOURS	DAYS	WEEKS	RATE	TOTAL
<b><u>Certified Engineering Technician:</u></b>					
CMU, Soils, Concrete (11/08/21 - 01/19/22)	6	5	8	\$42.00	\$10,080.00
Sidewalks, Hardscapes (01/20 - 02/23/22)	4	5	2	\$37.00	\$1,480.00
Sidewalks, Pavement, Hardscapes (01/20 - 02/23/22)	6	3	2	\$42.00	\$1,512.00
Overtime Work - assume 16 hours Total			16	\$63.00	\$1,008.00
Structural Steel Technician - estimate 4 visits	4	2	2	\$75.00	\$1,200.00
Fireproofing Technician - estimate 4 visits	4	2	2	\$75.00	\$1,200.00
				<b>SUBTOTAL:</b>	<b>\$16,480.00</b>

#### ENGINEERING & SUPPORT

	HOURS/DAY	REPORTS	RATE	TOTAL
Engineering Services for Report Writing	1	64	\$115.00	\$7,360.00
Engineering Services Allowance for Meetings, Site and DEQ Certification, Final Bld. Cert - assume 15 hours		15	\$115.00	\$1,725.00
			<b>SUBTOTAL:</b>	<b>\$9,085.00</b>

	CYLS/DAY	UNITS	RATE	TOTAL
Concrete Cylinders - estimate 20 sets	9	20	\$11.00	\$1,980.00
Grout Prisms - estimate 2 sets of 3/set	3	2	\$16.00	\$96.00
<b>SUBTOTAL:</b>				<b>\$2,076.00</b>

**SOILS LABORATORY TESTING**

	UNITS	RATE	TOTAL
Proctor Tests - assume 2	2	\$95.00	\$190.00
Atterberg Tests - assume 2	2	\$65.00	\$130.00
Sieve Analysis - assume 2	2	\$60.00	\$120.00
Moisture Test - assume 2	2	\$8.00	\$16.00
CBR Tests - assume 2	2	\$180.00	\$360.00
Fireproofing Density Samples	10	\$35.00	\$350.00
<b>SUBTOTAL:</b>			<b>\$1,166.00</b>

**SUBTOTAL: \$28,807.00**

**\$5,500.00**

Estimated Cost for Work performed from 10/30/21 through 11/08/21 that has not been invoiced yet:

Remaining Balance:

**-\$4,524.55**

**Change Order No. 1: \$29,782.45**

The following summarizes the amount of this change order:

Original Purchase Agreement Amount:	\$ 78,276.40
Billed through October 30, 2021	\$ 73,751.45
Remaining Budget:	\$ 4,524.55
Estimated Change Order No. 1:	\$ <u>29,782.45</u>
New Budget Amount:	\$ 108,058.85

Please acknowledge your acceptance of this change order by signing the attached form and returning one copy to us. If you have any questions regarding this submittal, please contact us.

Respectfully,

**ECS MID-ATLANTIC, LLC**



Lina Ayari  
 Construction Material Department Manager



Paul D. Agutter, P.E.  
 Vice President

Attachments: November dated Invoices (2) for work performed in October 2021



**ECS MID-ATLANTIC, LLC**

**CHANGE ORDER ACCEPTANCE**

Project No.: 01:6292-OB  
Project Name: Town of Vienna Police Station  
Change Order No.: 1

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Client: \_\_\_\_\_  
Name of Contact Person: \_\_\_\_\_  
Telephone No. of Contact Person: \_\_\_\_\_  
Party Responsible for Payment: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Person/Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
\_\_\_\_\_  
Client Project/Account Number \_\_\_\_\_  
Special Conditions for Invoice \_\_\_\_\_  
Submittal and Approval \_\_\_\_\_

Please complete this page and return one copy of this letter to ECS to indicate acceptance of this change order for the above referenced project.