



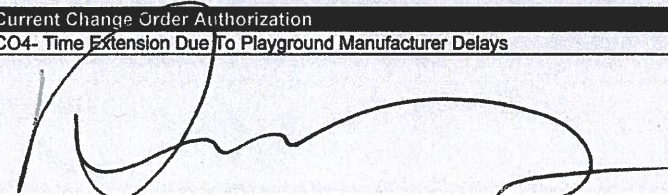
DEPARTMENT OF PARKS RECREATION  
2100 Clarendon Boulevard, Suite 414, Arlington, VA 22201

CONSTRUCTION CHANGE ORDER AUTHORIZATION


<b>PROJECT:</b>	<u>MADISON MANOR PARK</u>	<b>PO #:</b>	<u>269136</u>
<b>CONTRACTOR:</b>	<u>HIGHWAY AND SAFETY SERVICES INC</u>	<b>CONTRACT #:</b>	<u>19-143-ITB</u>
<b>ORIGINAL CONTRACT/PO AMOUNT:</b>	<u>\$ 2,564,195.00</u>	<b>ORIGINAL END DATE:</b>	<u>4/3/2020</u>
<b>ORIGINAL APPROVED CONTINGENCY:</b>	<u>\$ 256,419.50</u>	<b># OF DAYS EXTENSION:</b>	<u>14</u>
<b>ADDITIONAL APPROVED CONTINGENCY:</b>	<u>\$ -</u>	<b>CURRENT END DATE:</b>	<u>4/17/2020</u>
<b>TOTAL PREVIOUS CHANGE ORDERS AMOUNT:</b>	<u>\$ 9,504.75</u> COs 1-3	<b>UPDATED TOTAL CONTRACT VALUE: \$ 2,573,699.75</b>	
<b>TOTAL FOR THIS CHANGE ORDER:</b>	<u>\$ -</u> CO 4		
<b>TOTAL INCREASE/DECREASE:</b>	<u>\$ 9,504.75</u>		
<b>REMAINING CONTINGENCY:</b>	<u>\$ 246,914.75</u>		

Previously Authorized Change Orders:	Approved CO \$	Days Added
CO1- Price Adjustment for shade structure color	\$ 747.50	n/a
CO2- Additional cost for termination bar	\$ 2,512.75	n/a
CO3- Overseeding and Winter Blankets	\$ 6,244.50	n/a

Current Change Order Authorization	Approved CO \$	Days Added
CO4- Time Extension Due To Playground Manufacturer Delays	\$ -	14

  
\_\_\_\_\_  
Highway and Safety Services Inc

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Shibu Joseph - DPR Project Manager

12/11/19  
\_\_\_\_\_  
Date



DEPARTMENT OF PARKS AND RECREATION  
Park Development Division

2100 Clarendon Boulevard, Suite 414, Arlington, Virginia 22201  
TEL 703.228.3322 FAX 703.228.3328 TTY 703.228.4611 [www.arlingtonva.us/dpr](http://www.arlingtonva.us/dpr)

December 6, 2019

Ms. Irene Stephen  
Highway and Safety Services Inc.  
18960 Woodfield Road  
Gaithersburg, MD 20879

Ref: Madison Manor Park Renovation, Contract #19-143-ITB

Dear Ms. Stephen,

The County has reviewed your request for time extension to contract #19-143-ITB, dated November 27, 2019, and understands the issues with the specified play equipment manufacturer Themed Concepts and the new manufacturer's timeline for delivery of play equipment. HSS's reasonable request for a time extension based upon the above delays and commitment to complete all works except for that listed in HSS's letter is acceptable to the County.

Based on the above, the County agrees to extend the final completion date at no additional cost for this project to April 17, 2020. A change order will be issued to capture the final contract completion date.

Please submit your revised schedule for our review and approval.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shibu Joseph", written over a horizontal line.

Shibu Joseph  
Construction Manager Supervisor

cc:  
File  
Erik Beach



"Quality Construction Services since 1987"

Shibu Joseph  
Construction Management Supervisor  
Arlington County Department of Parks and Recreation  
2100 Clarendon Blvd., Suite 414  
Arlington, VA 22201

RE: Madison Manor Park  
PO 269136  
Request for Time Extension

Mr. Joseph,

Highway and Safety Services is respectfully asking for consideration for a time extension for Madison Manor Park.

Arlington County specified **Themed Concepts** as the manufacturer of the major pieces for playground equipment for the above referenced project.

Highway and Safety Services (HSS) subcontracted Playground Specialists (PS) - the local distributor of **Themed Concepts**, on September 10<sup>th</sup>, 2019. From September 9<sup>th</sup>, 2019 to September 13<sup>th</sup>, 2019, PS provided submittals for the equipment specified in the plans and specs. These submittals were entered into Submittal Exchange.

On October 15<sup>th</sup>, 2019, PS contacted HSS and asked to have **Cre8Play** submitted as an alternate supply of the playground equipment because **Themed Concepts** was unable to provide the equipment specified.

On October 15<sup>th</sup>, 2019, HSS asked the County if this substitution could be made based on:

1. Arlington County will agree to the change
2. Pricing will not increase
3. Lead time remains the same
4. Submittals must be approved by Arlington County

Arlington County agreed to the change based on the above, on October 15<sup>th</sup>, 2019.

Due to the change in manufacturers, there is a possibility that the playground equipment cannot be manufactured as per our schedule.

HSS agreed to work with PS to minimize the impact on the schedule by scheduling the footer/pads to be installed early as possible and to move the construction entrance so that other work can continue.

After the playground equipment is installed, several additional items need to be completed:

Rubber mulch – 8 Working Days

Fencing - 3 Working Days

Curbing - 4 Working Days

Construction entrance removed and any restorations that may be required – 4 Working Days

Removal of E&S - 2 Working Days

Highway and Safety Services, Inc.  
18960 Woodfield Road  
Gaithersburg, MD 20879

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"Quality Construction Services since 1987"

This amounts to a minimum of 21 days of work to be completed after the playground equipment is installed. If the playground equipment can be installed (as per the letter from PS ), on March 19, 2019, this would place us at April 17<sup>th</sup>, 2019.

Attached are letters/emails from the manufacturer of the playground equipment, the supplier for the playground equipment and the rubber mulch subcontractor time lines. Until the construction entrance is moved it is not known how much fencing will still need to be installed. We will not know how much time it will take to remove the new construction entrance and repair any residual damage that it might entail.

HSS fully intends to have all other work completed prior to the installation of the playground equipment. We also ask for the punch list (excluding the playground equipment) to be prepared early in March.

Respectfully,

Irene Stephen  
Project Manager  
Highway and Safety Services, Inc.

Skylar Forney  
Project Manager  
Highway and Safety Services, Inc.

Attachments:

Email – Rubber Designs – November 19, 2019

Email – Cre8Play – November 14, 2019

Letter – Playground Specialists – November 26, 2019



## Irene Stephen

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**From:** Martin, Tina [Tina.Martin@rubberdesigns.com]  
**Sent:** Tuesday, November 19, 2019 5:00 PM  
**To:** Irene Stephen  
**Cc:** Phipps, Justin; Skylar Forney  
**Subject:** RE: Madison Manor - Rubber Mulch  
**Attachments:** image001.png

Irene,

The pour in place cannot not be poured in the rain or snow. The temperature must be 40 degrees and rising. Site will need to have proper drainage and not hold water. This job is estimated to take approximately 8 days for install and 2-3 days to cure depending on the humidity.

In observance of Thanksgiving, we will be closed from Thursday, November 28th through Friday, November 29th. We will resume normal business hours on Monday, December 2nd.

Thank you  
Tina Martin  
Construction Coordinator



Phone : 877-978-2237 ext.311  
[www.rubberdesigns.com](http://www.rubberdesigns.com)  
[tina.martin@rubberdesigns.com](mailto:tina.martin@rubberdesigns.com)

**From:** Phipps, Justin  
**Sent:** Tuesday, November 19, 2019 3:38 PM  
**To:** Martin, Tina <Tina.Martin@rubberdesigns.com>  
**Subject:** FW: Madison Manor - Rubber Mulch

See below

**From:** Irene Stephen <[Irene@Hiwayandsafety.com](mailto:Irene@Hiwayandsafety.com)>  
**Sent:** Tuesday, November 19, 2019 2:59 PM  
**To:** Phipps, Justin <[Justin.Phipps@rubberdesigns.com](mailto:Justin.Phipps@rubberdesigns.com)>  
**Cc:** Skylar Forney <[Skylar@Hiwayandsafety.com](mailto:Skylar@Hiwayandsafety.com)>  
**Subject:** Madison Manor - Rubber Mulch

Justin,

As we discussed last week, we are currently updating the schedule.  
Please provide any details regarding the installation of your product for this site:

- Temperature and weather conditions required
- Length of time ( in days) necessary to deliver, place and cure the rubber mulch
- Other details not specifically addressed above that could impact on time line

Thanks,  
Irene

**Highway and Safety Service, Inc.**

18960 Woodfield Road  
Gaithersburg MD 20879

c. (240) 446-3147

e. [irene@Hiwayandsafety.com](mailto:irene@Hiwayandsafety.com)

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## Irene Stephen

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**From:** Brad [Brad@playspec.com]  
**Sent:** Thursday, November 14, 2019 8:16 AM  
**To:** Skylar Forney; Irene Stephen  
**Cc:** Evan Mynatt  
**Subject:** Madison Manor Park - Arlington County, VA  
**Attachments:** image005.jpg

Skylar and Irene,

Good morning. I'm working with Evan on the Madison Manor project and wanted to jump into the conversation about the schedule. We've pushed the manufacturer as hard as we can, below is what they're telling us about lead times. With the holidays coming up, this isn't bad at all for custom equipment like this. We're completely at their mercy with the fabrication of the equipment and simply cannot accept liquidated damages for their manufacturing lead times. Plus, we have to pay half the cost of this stuff out of pocket up front.

Please advise

### **Brad Stokley**

Sales Manager, CPSI  
Mobile: 301.748.9132  
Office: 800.385.0075  
[www.playspec.com](http://www.playspec.com)  
[View Our Completed Projects](#)



**From:** Nick Demetrakas <[nick@cre8play.com](mailto:nick@cre8play.com)>  
**Sent:** Tuesday, November 12, 2019 2:46 PM  
**To:** Brad <[Brad@playspec.com](mailto:Brad@playspec.com)>; Evan Mynatt <[Evan@playspec.com](mailto:Evan@playspec.com)>; Todd Lehman <[todd@cre8play.com](mailto:todd@cre8play.com)>; Jeff Barber <[jeff@playspec.com](mailto:jeff@playspec.com)>  
**Cc:** Danny Byrd <[danny@cre8play.com](mailto:danny@cre8play.com)>  
**Subject:** Re: 10026r2 Madison Manor Park - Arlington County, VA

Hey Brad,

Good afternoon!

Now that we have received the approved submittals, we will begin the engineering design for the manufacturing process. There is a significant amount of engineering design work that needs to be completed prior to manufacturing. We will work hard in expediting the process, but with the major holidays and our facility being closed, we would not feel comfortable committing to an end of February delivery window. It is still very early in the process, to provide exact dates for shipping, but an estimate would be mid-March.

Please let me know if you have any questions and feel free to give me a call.

Thanks!  
Nick

**Nickolas Demetrakas**



Recreation Design & Installation, Site Amenities and Safety Surfacing

TO:

Highway and Safety Services, Inc.  
ATTN: Irene Stephens  
18960 Woodfield Road  
Gaithersburg, MD 20879

RE: Madison Manor Park Projected Timeline

- Install concrete pads- to include digging, forming and clean up – **2/10- 14**
  - Note: Installing anchors is not required- no templates required. Equipment will be anchored upon arrival on site.
- Cure concrete – **1 month+**
- Playground equipment installation- to include equipment delivery, setting, anchoring, concreting (where required), and clean up – **3/16- 19**

Note, timelines indicated above are approximate and subject to change.





DEPARTMENT OF PARKS AND RECREATION  
Park Development Division

2100 Clarendon Boulevard, Suite 414, Arlington, VA 22201  
TEL 703.228.3322 FAX 703.228.3328 www.arlingtonva.us

June 20, 2019

Mr. Kyle McPherson  
Highway and Safety Services, Inc.  
18960 Woodfield Road  
Gaithersburg, MD 20879

Re: Notice to Proceed, Madison Manor Park Project, 19-143- ITB

Dear Mr. McPherson,

On May 20, 2019, the Arlington County Board approved your contract for the above project. The preconstruction meeting was held on June 18, 2019. You are hereby officially notified to proceed with this construction on July 8, 2019. The contract term as defined in the signed agreement is two hundred seventy (270) calendar days. The contract time will be charged from this date according to the specifications; thus, completion date for the project is close of business on April 3, 2020.

Coordination and communication are critical for the successful completion of this project. Please contact me at 571-221-7339 if you have any questions or comments. I look forward to our mutual success on this project.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shibu Joseph".

Shibu Joseph  
Construction Management Supervisor

cc:  
Lisa Grandle  
Kevin Stalica  
Erik Beach  
Joshua Serck  
Jeremy Smith

File