CHARLES TOWN UTILITY BOARD
AGENDA

MONDAY, NOVEMBER 9, 2020

Special Meeting | **661 South George Street, Charles Town, WV 25414** | **4:30 PM**

CALL TO ORDER

1. **PUBLIC COMMENT**
   This portion of the agenda is designed for members of the general public to share thoughts on items of interest in the community. By law, Board members may ask clarifying questions or discuss procedural matters but are not permitted to discuss the policy merits of any issue unless it is scheduled for discussion.

   Until such time as Governor Justice revokes Executive Order 09-20 or any subsequent executive order that is primarily intended to address the public health emergency and spread of COVID-19 by restricting public gatherings and invoking physical distancing, public access to the meeting room will be restricted. Members of the public may still submit written comments to kstolipher@ctubwv.com that will be read aloud. Up to 20 minutes of time will be allotted for reading public comments.

   The public is invited to attend this meeting via webcast (www.ctubwv.com - Board Meetings - Meeting Agendas and Minutes 2020).

2. **ACTION ITEM**
   a. Route 9 Sewer Project - Change Order No. 7
      Change Order No. 7.pdf

3. **INFORMATION ONLY - NEXT "SPECIAL" MEETING - NOVEMBER 18, 2020 AT 4:00 PM**

4. **ADJOURNMENT**

CHANGE ORDER

Change Order No. 7

Date of Issuance:	**October 22, 2020**	Effective Date:	**October 28, 2020**
Owner:	**Charles Town Utility Board**	Owner's Contract No.:	
Contractor:	**Snyder Environmental Services, Inc.**	Contractor's Project No.:	
Engineer:	**Hatch Associates Consultants, Inc.**	Engineer's Project No.:	**H-359787**
Project:	**Route 9 Sewer Project**	Contract Name:	**Route 9 Sewer Project**

The Contract is modified as follows upon execution of this Change Order: **Contract Time extension based on the shipping delays by Grundfos (reference attached letter from STH, Inc., dated September 30, 2020.**

CHANGE IN CONTRACT PRICE	**CHANGE IN CONTRACT TIMES** *[note changes in Milestones if applicable]*
Original Contract Price: **$ 8,453,848.00**	Original Contract Times: Substantial Completion: **210 days** Ready for Final Payment: **270 days**
~~[Increase]~~ [Decrease] from previously approved Change Orders No. 1 to No. 6 : **$ <1,475,790.98>**	[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 6 : Substantial Completion: **35 days** Ready for Final Payment: **0 days**
Contract Price prior to this Change Order: **$ 6,978,057.02**	Contract Times prior to this Change Order: Substantial Completion: **245 days** Ready for Final Payment: **305 days**
~~[Increase] [Decrease]~~ of this Change Order: **$ 0.00**	[Increase] ~~[Decrease]~~ of this Change Order: Substantial Completion: **19 days** Ready for Final Payment: **0 days**
Contract Price incorporating this Change Order: **$ 6,978,057.02**	Contract Times with all approved Change Orders: Substantial Completion: **264 days (November 30, 2020)** Ready for Final Payment: **324 days (February 7, 2021)**

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By:	By:	By:
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: Sr. Project Manager	Title:	Title:
Date: 10/22/2020	Date:	Date:

Regina Rigsby Higgins
Sr. District Sales Manger
Mid-Atlantic United States
Grundfos Water Utilities, Inc.
902 Koomey Road
Brookshire, TX 77423

September 30, 2020

STH, Inc.
97-C Monocacy Blvd
Frederick, MD 21701

RE: War Admiral Pump Station Project / PO# 4719 – Sales Order #1971185004

Team STH,

Grundfos apologizes for the delay in shipment for the above referenced order for (3) Yeomans YP9100 pumps and spare parts. Unfortunately, we continue to have vendor delays as a result of the COVID-19 pandemic. All (3) pumps have been rescheduled to ship no later than November 3, 2020 from our Brookshire, TX facility. We are currently scheduled to have all components in-house by October 15, 2020. This order will receive top priority once all parts are in-house. The manufacturing process includes inspection of all components pre & post-machining, assembly, testing, and paint, hence the ship date of November 3rd. We'll do everything possible to improve upon that date, and will keep you posted once parts are in-house & the manufacturing process starts. Regarding the suction elbow tied to PO 4718, it will be ready for shipment on October 14th if you desire to have it for pre-installation.

Again, we apologize for the delay, and wish to thank you for your continued business with Grundfos. Please do not hesitate to contact me with any questions. My contact information appears below and above in the letterhead.

Regards,

Regina Rigsby Higgins

Regina Rigsby Higgins
Sr. District Sales Manager, Mid-Atlantic U.S.
Grundfos Water Utility, Inc.
rhiggins@grundfos.com
828.230.9431