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H I S T O R I C  
F R A N K L I N  
T E N N E S S E E

October 8, 2012

To: Board of Mayor and Aldermen

From: Eric Stuckey, City Administrator  
Brad Wilson, Facilities Project Manager

Subject: Additional Design And Structural Work For Harlinsdale Barn Project With Oversight, LLC In An Amount Of \$4,200.

**Purpose:**

The purpose of this memorandum is to provide information to the Board of Mayor and Aldermen (BOMA) that on behalf of the Board, approval was given for an invoice from Oversight, LLC. This architectural firm has been working on the Harlinsdale Barn project. This invoice is for design and structural work in addition to the original program, and for extra site meetings and bidding consultation. Approximate cost of services is \$4,200.

**Background:**

Repair work has been occurring for the last few months at the Harlinsdale Barn facility. Plans were designed, specifications were developed, and bid documents were produced for the project. Additional design changes to the structural drawings were discussed with the architect and structural engineer during the bid process. At onsite meetings during the extended bid period, contractors and subcontractors made additional structural suggestions that, when investigated, were found to be warranted. The meetings on site with the bidders helped the design staff with cost saving alternatives that were incorporated into the bid documents.

**Financial Impact:**

The invoice encompasses the extra design time, specification changes and meetings that were held on site with potential bidders. These meetings and changes helped facilitate project savings and refine/clarify bid requirements. The total additional cost is \$ 4,200 (four thousand two hundred dollars) and will be accommodated within the Facilities/Project management budget.

**Recommendations:**

Approval of the change order between the City of Franklin and Oversight LLC. for the additional fee.



Oversite, LLC  
103 Forrest Crossing Blvd. Suite 204  
Franklin, Tennessee 37064

August 30, 2012

Bill to:  
City of Franklin Tennessee  
Attn: Brad Wilson; Facilities and Project Manager  
109 3<sup>rd</sup>. Ave. South, Suite 103  
Franklin, Tennessee 37064

Invoice: 10-031-5

Project: Harlinsdale Barn – Structural Stabilization and Weatherization

DESCRIPTION	%	AMOUNT
Additional Services for construction document revisions beyond original scope, meetings and bidding consultation. Structural Engineering: \$2,000.00 Architectural: \$2,200.00		\$4,200.00
	Total:	\$4,200.00

Payment due upon receipt: December 27, 2011

There will be a 1.5% monthly interest charge assessed to all accounts more than 30 days old.

Please remit payment to:  
Oversite, LLC  
103 Forrest Crossing Blvd. Suite 204  
Franklin, Tennessee 37064

*We sincerely appreciate your business and the opportunity to work with you.*