

ITEM #:	17
DATE:	09-09-25
DEPT:	TRANSIT

COUNCIL ACTION FORM

SUBJECT: CHANGE ORDER FOR ON-CALL ARCHITECTURE AND ENGINEERING SERVICES CONTRACT FOR CYRIDE

BACKGROUND:

CyRide typically budgets \$50,000 each year for Architecture and Engineering (A&E) Services to assist with Capital Improvement Plan projects, grant applications, and general facility repairs. In 2021, CyRide awarded an On-Call A&E Services contract to ASK Studios of Des Moines, Iowa.

During FY 2024/25, CyRide relied heavily on this contract and utilized it for 11 projects, a significant increase compared to the two or three projects typically worked on in a year.

CyRide issued its standard annual Purchase Order No. 64805 for \$50,000 in FY 2024/25. **However, due to the unusually high number of projects, the total billed amount for services provided was \$103,524.03, with the Maintenance Shop Improvement Project and Fire Protection Improvement Project accounting for the majority of the costs.**

This increase was driven by a concentration of grant opportunities and facility improvement needs in FY 2024/25, many of which required professional design support to remain competitive for federal/state funding or to maintain regulatory compliance. While future needs may vary from year to year, the on-call services contract provides a cost-effective way to scale resources up or down depending on project demand.

The following table summarizes the portion of project costs that exceed the original purchase order and require Council approval:

Project	Amount
First Floor Flooring Replacement	\$1,491.25
Electric Bus System Upgrades Phase II - Charger Installation	\$1,135.00
Steam Clean Bay Hoist Replacement Grant Submission	\$712.50
Shop Walkthrough Overhead Door Replacement	\$1,010.00
Breakroom Improvements	\$3,130.00
HVAC Improvements Phase III	\$57.50
Bus Storage Addition Grant Submission	\$287.50
Maintenance Shop Improvement Project	\$29,132.20
Fire Protection Improvement Project	\$16,802.15
Outstanding Balance	\$53,758.10

To date, \$49,765.93 has been paid under the original purchase order. To pay the remaining balance of \$53,758.10, Council approval of a change order to Purchase Order No. 64805 is required. Funding is available from the Maintenance Shop Improvement

Project, which was completed under budget and left \$55,658 in unallocated local funds. Staff recommends using a portion of these savings to cover the \$53,524.03 change order.

Contract Summary

Item	Amount
Original Purchase Order No. 64805	\$50,000.00
Paid to Date	\$49,765.93
Total Amount Billed in FY 2024/25	\$103,524.03
Current Balance of Purchase Order	\$234.07
Outstanding Balance	\$53,758.10
Change Order Required	\$53,524.03
Amended Purchase Order Total	\$103,524.03

CyRide has reviewed all invoices and confirmed that billed hours were appropriate and labor assignments within the firm were properly managed. Based on this review, CyRide believes the costs are reasonable and directly tied to project needs. The change order to Purchase Order No. 64805 to amend the purchase order total to \$103,524.03 was approved by the Transit Board at its meeting on August 28, 2025.

ALTERNATIVES:

1. Approve a change order to Purchase Order No. 64805 in the amount of \$53,524.03 to ASK Studios of Des Moines, Iowa, bringing the total contract amount to \$103,524.03.
2. Direct staff to proceed according to Council direction.

CITY MANAGER'S RECOMMENDED ACTION:

Approving the change order and new contract amount would ensure that all work performed under the on-call services contract is fully funded, supporting CyRide's long-term facility improvement and capital planning goals by ensuring critical project design and grant development activities remain properly resourced. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.