

# Memorandum

**REPORT TO:** City Commission

**FROM:** Brian Heaston, Engineer III

**SUBJECT:** Approve the Resolution Authorizing the City Manager to Sign Change Order 3 for the WRF MCC Installation Project

**MEETING DATE:** January 27, 2026

**AGENDA ITEM TYPE:** Agreement - Vendor/Contract

**RECOMMENDATION:** Approve the Resolution Authorizing the City Manager to Sign Change Order 3 for the WRF MCC Installation Project

**STRATEGIC PLAN:** 2.2 Infrastructure Investments: Strategically invest in infrastructure as a mechanism to encourage economic development.

**BACKGROUND:** The Third Element, Inc. (Contractor) was awarded the construction contract for the WRF motor control center (MCC) installation project on August 12, 2025. The attached resolution authorizes the City Manager to sign change order 3, which increases the construction contract price by \$17,993.98 and extends the substantial completion date of the contract to February 27, 2026. The increase in price is necessary to cover additional work items necessary to complete the project that were identified during construction or startup of discrete motor controls. Specific items of additional work and respective costs are provided with the change order documentation attached to this memorandum. This will be the final change order for the project. Final completion of the project will occur not later than March 13, 2026.

**UNRESOLVED ISSUES:** None.

**ALTERNATIVES:** As suggested by the City Commission.

**FISCAL EFFECTS:** Change order 3 increases the construction contract price by \$17,993.98 to a new total of \$523,086.44. This is the final cost of the project and is within the appropriated capital budget for the project. Sufficient funding is available to cover the cost of the change order.

Attachments:

[Bozeman WRF MCC Installation - Change Order # 3 - Final.pdf](#)  
[Resolution\\_CO No 3\\_WRF MCC.pdf](#)

Report compiled on: January 15, 2026