

# Memorandum

**REPORT TO:** City Commission

**FROM:** Brian Heaston

**SUBJECT:** Resolution Authorizing the City Manager to Sign Change Order 1 for the WRF MCC Installation Project.

**MEETING DATE:** December 9, 2025

**AGENDA ITEM TYPE:** Resolution

**RECOMMENDATION:** Approve the Resolution Authorizing the City Manager to Sign Change Order 1 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 Contractor was also awarded the preceding MCC equipment procurement contract on November 19, 2024. The equipment contract was officially incorporated into the construction contract by assignment, thus increasing the price of the construction contract by the equipment procurement contract price. The City issued payment to the Contractor under the equipment contract prior to its official assignment into the construction contract. The attached resolution and change order 1 reconcile the total construction contract price by deducting the payment amount issued under the equipment contract.

**UNRESOLVED ISSUES:** None.

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

**FISCAL EFFECTS:** Change order 1 decreases the construction contract price by \$45,171.46, which was the amount paid to the Contractor under the equipment contract prior to its official assignment into the construction contract. The overall project price between the procurement contract and construction contract totals \$539,473.00, which amount is not changing with change order 1. Of this total amount, \$475,489.00 is the equipment cost, and the remaining \$63,984.00 is for construction.

Attachments:

[Resolution\\_CO No. 1\\_WRF MCC Install\\_20251124.docx](#)

[Bozeman WRF MCC Installation - Change Order # 1 - Final.pdf](#)

Report compiled on: November 24, 2025