

# Memorandum

**REPORT TO:** City Commission

**FROM:** Kellen Gamradt, Engineer II  
Shawn Kohtz, Director of Utilities

**SUBJECT:** A Resolution Authorizing Change Order Number 1 to the Riverside Lift Station and Force Main Project

**MEETING DATE:** October 21, 2025

**AGENDA ITEM TYPE:** Resolution

**RECOMMENDATION:** Approve a Resolution Authorizing Change Order Number 1 to the Riverside Lift Station and Force Main Project

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

**BACKGROUND:** Attached is a copy of the proposed resolution and change order number 1 for the above-referenced project. This change order covers three field orders approved during construction. First, the automatic transfer switch that controls power between the grid and the generator was changed from Owner Supplied to Contractor Supplied. Second, the domestic water supply line from the existing water storage tank was found in a different location than was indicated on the plans and was in conflict with a proposed manhole. Third, the domestic water service to the Riverside Country Club was found to be shallower than indicated on the plans. Additional details and cost implications associated with these changes are described in the attached letter from our engineering consultant, DOWL. City staff have reviewed these changes and associated costs and found them to be necessary and commensurate with the work involved.

**UNRESOLVED ISSUES:** None

**ALTERNATIVES:** As Suggested by the Commission

**FISCAL EFFECTS:** This change order will increase the contract amount by \$9,570.58 bringing the total construction cost from \$1,782,351.00 to \$1,791,921.58. It is anticipated with cost savings in other areas of the project, the total contract amount will remain approximately at the original contract amount at the conclusion of the project. The cost of this project is paid for by funding from a special improvement district approved by the Riverside community.

Attachments:

Riverside\_ChangeOrder#1\_V2.pdf  
Resolution.doc

Report compiled on: October 3, 2025