

Memorandum

REPORT TO: City Commission

FROM: Jon Henderson, Assistant City Manager
David Arnado, Facilities Superintendent
Shane Miller, Facilities Project Coordinator

SUBJECT: A Resolution Approving Prime Change Orders 1, 2, 3, and 4 and Authorizing the City Manager to Sign Amendment 001 of a Construction Agreement with Jackson Contracting Group for Bozeman City Hall Renovation Construction Services.

MEETING DATE: August 5, 2025

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Adopt a Resolution Approving Prime Change Orders 1, 2, 3, and 4 and Authorize the City Manager to Sign Amendment 001 of a Construction Agreement with Jackson Contracting Group for Bozeman City Hall Renovation Construction Services.

STRATEGIC PLAN: 4.3 Strategic Infrastructure Choices: Prioritize long-term investment and maintenance for existing and new infrastructure.

BACKGROUND: On January 22, 2025 the City Commission approved a Construction Agreement for the construction of the City Hall Renovation Project. This amendment contains provisions for altering the conditions of the agreement as authorized by the owner (City) with an increase of \$111,808.99 to the overall Construction Agreement. Changes that will be addressed with this amendment include a number of modifications to the project as described in the attached Prime Change Orders #1, #2, #3, and #4 documents. While every reasonable attempt was made to include everything in the original project plans and specs, projects of this size and complexity require changes during construction.

UNRESOLVED ISSUES: None

ALTERNATIVES: As directed by the City Commission.

FISCAL EFFECTS: The changes included in this request result in an overall increase of \$111,808.99 to the Construction Agreement. Adequate funds necessary to cover these costs are included in the overall project budget contingency.

Attachments:

[PSA Amendment 001 - Jackson Contracting Group.pdf](#)

Resolution City Hall Renovation Prime Change Order(s) 001,
002, 003 & 004.pdf

Report compiled on: July 15, 2025