

# Memorandum

**REPORT TO:** City Commission

**FROM:** Brian Heaston, Engineer III  
Shawn Kohtz, Director of Utilities

**SUBJECT:** Approve the Resolution Authorizing the City Manager to Sign Change Order 2 for the WRF MCC Installation Project.

**MEETING DATE:** January 6, 2026

**AGENDA ITEM TYPE:** Resolution

**RECOMMENDATION:** Approve the Resolution Authorizing the City Manager to Sign Change Order 2 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 2, which increases the construction contract price by \$10,790.92 to cover additional work necessary to complete the installation of MCC-G. Upon demolition of the existing MCC-G, additional work was determined necessary to relocate equipment control wiring and install new conduit to corresponding control panels.

**UNRESOLVED ISSUES:** None.

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

**FISCAL EFFECTS:** Change order 2 increases the construction contract price by \$10,790.92 to a new total of \$505,092.46. A contingency balance of approximately \$41,500 remains for the unobligated project budget after accounting for this change order 2 price increase.

Attachments:

[Resolution\\_CO No. 2\\_WRF MCC Install\\_20251217.docx](#)  
[Bozeman WRF MCC Installation - Change Order # 2 - Final.pdf](#)

Report compiled on: December 17, 2025