

REPORT TO THE BOARD OF MAYOR & ALDERMEN

DATE: October 27, 2025

FROM: John Fox, Public Utilities Director

SUBJECT: Contract Change Order #1 for Shelton Road Wastewater Treatment Plant
Oxidation Ditch Rotor Replacement

INTRODUCTION:

The purpose of this agenda item is to request Board of Mayor and Aldermen (BMA) approval of change order No.1 for the Shelton Rd. WWTP Oxidation Ditch Rotor Replacement Project.

BACKGROUND:

On October 28, 2024, the BMA approved a contract with J.S. Haren Company for the replacement of two oxidation ditch rotors at the Shelton Road Wastewater Treatment Plant (WWTP). The facility has a total of eight (8) rotors, four (4) in each oxidation ditch, all of which are more than twenty (20) years old. This project provides replacement of two rotors, one in each ditch, and will allow Town staff to rehabilitate the removed units in-house, creating two spare rotors to be available in the event of a future failure.

This project is one of four approved by the Tennessee Department of Environment and Conservation (TDEC) for reimbursement under the Division of Water Resources – American Rescue Plan (DWR-ARP) State Water Infrastructure Grant (SWIG).

Due to the extended lead time for rotor delivery, the Town issued an adjusted Notice to Proceed on August 28, 2024, with a substantial completion date of October 7, 2025. This schedule reflected the anticipated delivery of materials on September 3, 2025, and established liquidated damages of \$250 per day beyond the contract completion date.

DISCUSSION:

On September 25, 2025, J.S. Haren Company notified the Town that, due to manufacturer delays and partial material shipments, they would be unable to meet the original substantial completion date of October 7, 2025. To minimize disruption to operations and ensure proper coordination of start-up activities with Town staff and the equipment manufacturer, Lakeside Equipment, staff worked with J.S. Haren to revise the construction schedule.

The revised schedule extends substantial completion by forty-one (41) days, establishing a new completion date of November 17, 2025. This adjustment includes one (1) day for inclement weather and forty (40) days for manufacturer delays in the delivery of specialized rotor replacement equipment. The change order with the updated project schedule is attached to this report for reference.

BUDGET IMPACT:

There will be no impact to the budget for change order No. 1.

ATTACHMENTS:

[TC2024-42 - Change Order 1 - 10-10-25.pdf](#)

PROPOSED MOTION:

To approve change order No.1, adding forty-one (41) additional days to the contract for substantial completion.

Board Action: Motion By _____ Seconded By _____

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						