

Memorandum

TO: City Council
FROM: Renee Eisenbeisz , Assistant City Manager
DATE: October 20, 2025
SUBJECT: Approve change proposal for the city hall and parks and recreation office remodel project
ITEM NUMBER: 8.f
SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve change proposals PR09 and RFI25 for the city hall and parks and recreation office remodel project.

INTRODUCTION

At their February 3, 2025 meeting, the council awarded a contract to Ebert Companies for the city hall and parks and recreation office remodel project. Ebert is currently working on the final phase, the upper level of city hall.

Tonight, the city council is being asked to approve two change proposals to the contract.

DISCUSSION

Change proposal PR09 includes additional work in the lower level workroom at a cost of \$1,685.70. The new lower level workroom included an area for a printer next to the cabinets. Unfortunately, that area is too small to fit the printer and there are no additional areas that would work for it. Given that, it was recommended to make adjustments to the area by removing a lower level cabinet. We also have to patch the flooring and paint the wall where the cabinet was.

Change proposal RFI25 includes additional carpet at a cost of \$950.40. The new layout in the lower level included adding two focus rooms and a hallway where the old storage and workroom used to be. The original contract did not include carpet for the new hallway that was created as it was labeled existing open office that did not need carpet.

These change proposals will increase the contract by \$2,636.10 bringing the total contract cost to \$1,457,666.11.

RECOMMENDATION

Based on the foregoing information, it is recommended that the city council approve change proposals PR09 and RFI25 for the city hall and parks and recreation office remodel project.

ATTACHMENTS

[Change proposal PR09](#)

