

Memorandum

TO: City Council
FROM: Renee Eisenbeisz , Assistant City Manager
DATE: October 6, 2025
SUBJECT: Approve change proposal for the city hall and parks and recreation office remodel project
ITEM NUMBER: 8.k
SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve change proposals EC17, PR074, RFI26, RFI29, and RFI30 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 five change proposals to the contract.

DISCUSSION

Change proposal EC17 includes additional drywall work at a cost of \$1,787.50. The original contract did not include removing wallpaper that was in a former office. Although the majority of the walls that had wallpaper were demolished, one remained because it was shared with the existing electrical closet that is not being relocated. The wallpaper removal required additional prep work for painting.

Change proposal PR07 includes removing fin-tube radiation at a cost of \$223.84. The original plans did not show existing fin-tube along a wall that was demolished. The new wall going in the area shifted slightly. Additionally, fin-tube is already located in the room along a different wall. As such, this small amount of fin-tube was not needed and it was recommended that it be removed.

Change proposal RFI26 includes additional framing and drywall work at a cost of \$2,546.50. The new layout includes adding a conference room off of the city hall lobby. This room includes two brick walls, one that is shared with the restrooms and one that is shared with the lobby. Similar to other areas with brick walls, we are recommending that these be finished walls to match the rest of the office area. Additionally, they needed to bring the walls out a little to place electrical outlets and ports in the drywall instead of in the brick.

Change proposal RFI29 includes framing around an existing rain leader pipe at at cost of \$1,630.20. The new layout includes offices that are not as deep as the older ones. Given that,

an existing rain leader pipe is currently where the new walls for the front of three offices are. In order to bring the walls all the way to the top, it was recommended we frame around the rain leader pipe.

Change proposal RFI30 includes a mechanical change required to meet the building code at a cost of \$1,888.70. The work involved replacing the flex ducts with rigid pipes.

These change proposals will increase the contract by \$8,076.74 bringing the total contract cost to \$1,455,030.01.

RECOMMENDATION

Based on the foregoing information, it is recommended that the city council approve change proposals EC17, PR074, RFI26, RFI29, and RFI30 for the city hall and parks and recreation office remodel project.

ATTACHMENTS

[Change proposal EC17](#)
[Change proposal PR07](#)
[Change proposal RFI26](#)
[Change proposal RFI29](#)
[Change proposal RFI30](#)