

Memorandum

TO: City Council
FROM: Renee Eisenbeisz , Assistant City Manager
DATE: July 21, 2025
SUBJECT: Approve change orders for the city hall and parks and recreation office remodel project
ITEM NUMBER: 8.h
SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve change proposals EC10, EC11, EC12, EC13, and EC14 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 phase two, the lower level of city hall.

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

DISCUSSION

Change proposal EC10 includes framing around an existing duct above new walls in the breakroom at a cost of \$973.50. The new layout in the lower level includes rearranging the previous workroom and breakroom to create a smaller workroom, kitchen, and breakroom. An existing duct is currently where the new wall between the kitchen and breakroom is being installed. In order to keep the new wall in its proposed location, it was recommended we frame around the duct instead of relocate it, which would have been more expensive.

Change proposal EC11 adds finished walls to two different areas in the lower level at a cost of \$2,774.20. The new layout in the lower level includes adding two focus rooms where the old storage room used to be and removing a closet near the front counter. Since both of these previous areas were not in the main office area, they had exposed brick walls. Given that they will now be in the main office area, staff would like them to have finished walls.

Change proposal EC12 includes a signage change at a credit of \$452. The original contract included Ebert providing two exit signs in the parks and recreation area. However, since the city is working with an existing vendor, Bob Lane, on name signs for offices, we would like to work with Lane on the exit signage as well to ensure they match the design throughout the building.

Change proposal EC13 includes additional drywall work in a number of areas at a cost of \$13,243.29. The original contract did not include updating the window sills in city hall.

However, we found that each office had a different type of sill in various conditions. Given this, staff recommend we move forward with replacing them all with drywall sills. Additionally, the contract did not include removal of wallpaper in the lower level conference room. That required an additional amount of prep work for painting. Finally, mold was found along a portion of the exterior wall. This needed to be removed and replaced. Unfortunately, this additional work involves a delay of about 2.5 weeks.

Change proposal EC14 includes a window treatment change at a credit of \$1,486.10. The original contract included shades at the upper and lower level front desks. However, since we are not removing the coiling doors at either locations we do not need the shades installed.

These change orders will increase the contract by \$15,052.89 bringing the total contract cost to \$1,440,601.87. Currently, the total cost of the project including construction, furniture, and finishes is \$1,814,994.32. The original estimate for the project was \$1,700,000.

RECOMMENDATION

Based on the foregoing information, it is recommended that the city council approve change proposals EC10, EC11, EC12, EC13, and EC14 for the city hall and parks and recreation office remodel project.

ATTACHMENTS

[Change proposal EC10](#)

[Change proposal EC11](#)

[Change proposal EC12](#)

[Change proposal EC13](#)

[Change proposal EC14](#)