

Memorandum

TO: City Council
FROM: Renee Eisenbeisz , Assistant City Manager
DATE: April 7, 2025
SUBJECT: Approve change orders for the city hall and parks and recreation office remodel project
ITEM NUMBER: 8.j
SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve change orders ECo1 and PRO2 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 in the amount of \$1,377,000 for the city hall and parks and recreation office remodel project. Tonight, the city council is being asked to approve two change orders to the contract.

DISCUSSION

Construction started in early March in the parks and recreation offices. Since then, there are two change orders for approval.

Change order ECo1 includes upgrading to temperature control sensors in the private offices at a cost of \$6,673.71. This allows employees to individually adjust their office temperatures as needed. This is being added at staff's recommendation.

Change order PRO2 adds finished walls to a number of areas, covers an existing window, and adds in electrical boxes at a cost of \$14,394.60. The parks and recreation offices include exposed brick walls throughout that staff would like covered. This was in the initial design but unfortunately missed in the original bid documents. Additionally, we discovered some existing conduit and piping that needs to be enclosed. Finally, this change order includes covering an existing transom window that is split between two offices. Due to the amount of areas being added for finished walls, this phase of the project will be extended by eight days. However, the contractor is still confident that staff will be back into the offices by June 1, which was the targeted deadline.

The change orders will increase the contract by \$21,068.31 to \$1,398,068.31.

RECOMMENDATION

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

ATTACHMENTS

[Change order ECo1](#)

[Change order PRo2](#)