

Memorandum

TO: City Council
FROM: Renee Eisenbeisz , Assistant City Manager
DATE: June 2, 2025
SUBJECT: Approve change orders for the city hall and parks and recreation office remodel project
ITEM NUMBER: 8.i
SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve change orders CE06 and PR05 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 recently completed phase one of the project, the parks and recreation area, and will be starting phase two, lower level city hall, the week of June 2.

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

DISCUSSION

Change order CE06 includes a mechanical change required to meet the building code at a cost of \$5,582.50. The work involved extending an existing HVAC return-air duct out to the new perimeter wall where the office area meets the lobby. This is necessary to maintain a proper air exchange in the lobby area.

Change order PR05 includes mechanical changes in city hall at a credit of \$4,731. The work includes reducing the amount of work being done above the ceilings in the open office area. Originally, the entire ceiling and equipment within it was going to be demoed and replaced. However, given that we are not moving the workstations and the ceiling and equipment is in good shape, we decided to keep the existing ceiling in the open office areas.

The change orders will increase the contract by \$851.50 bringing the total contract cost to \$1,422,470.28

RECOMMENDATION

Based on the foregoing information, it is recommended that the city council approve change orders CE06, PR03, and PR05 for the city hall and parks and recreation office remodel project.

ATTACHMENTS

[Change order CE06](#)

Change order PR05