

Memorandum

TO: City Council
FROM: Steve Benoit , Parks and Recreation Director
DATE: April 21, 2025
SUBJECT: Change no. 04 for the Bobby Theisen Park improvements project and additional construction administration fees for both the Bobby Theisen Park improvements project and the Shoreview Commons restroom/shelter building project.
ITEM NUMBER: 8.f
SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve change no. 04 for the Bobby Theisen Park improvements project and additional construction administration fees for both the Bobby Theisen Park improvements project and the Shoreview Commons restroom/shelter building.

INTRODUCTION

LHB, the architect firm the city has contracted with for the Bobby Theisen Park improvement project, has requested that the city approve change no. 04 for the Bobby Theisen Park improvements project and additional construction administration fees for both the Bobby Theisen Park improvements project and the Shoreview Commons restroom/shelter building project.

DISCUSSION

As the construction of the Bobby Theisen Park improvement project has progressed the key groups working with the city on the project, including LHB and Ebert Construction, have continued to work collaboratively to refine the design in order to improve the quality and longevity of the park improvements.

The adjustments in this change order address needed modifications to support the EV charging stations including a larger transformer and electrical panel. Also included is electrical connections for the ceiling fan in the park building. Summaries of the changes are attached. Below is a cost outline of these changes:

- PR#14 Final Electrical Changed dated March 31, 2025 ADD \$43,911.04
- PR#17 dated April 2, 2025 ADD \$713.26

The total cost of the change order is increasing the contract sum by \$44,624.30. Following is a summary of the project budget incorporating these changes:

- Original project budget \$4,181,000.00

• Project bid total	\$3,585,000.00
• Under budget amount	\$596,000.00
• The Contract Sum prior to this change was	\$4,144,231.52
• The Contract Sum will be increased by this Change Order in the amount of	\$44,624.30
• The new Contract Sum including this Change Order will be	\$4,188,855.82
• Over budget amount	\$7,855.82

The above budget summary only shows the original project budget established in 2024 directly related to project elements included in Ebert Constructions scope of work. During the planning process of the 2025 budget, additional funds were allocated in the capital improvement plan budget in order to address the high cost estimates being received for the project. In addition, there are two other budget areas that are part of the overall budget including LHB's scope for construction administration and additional costs for project components that are being managed directly by the city. Following is a full breakdown of the project budget standing by area:

Ebert Construction Scope

• Original project budget	\$4,181,000
• Ebert Construction bid amount	\$3,585,000
• Under bid amount	\$596,000
• Total of changer orders (1-4)	\$603,856
• Over budget amount	\$7,856
• Estimated total of remaining project costs including conduit, fencing adjustments, pleasure rink lighting, and hockey rink maintenance strip	\$55,413
• Revised over budget amount	\$63,269
• Additional funds allocated in CIP budget related to Eberts Construction's scope of work	\$636,000
• Revised under budget amount	572,731

LHB Scope

The original budget to provide construction documents and project administration was

\$786,000. LHB was able to complete the construction documents under their anticipated budget, and at the time felt no additional fees would be needed to complete the project. Due to the additions and changes to the scope of the project, however, LHB is requesting additional construction administration fees of \$130,000. Even with this fee it will still not equal the amount originally budgeted. Following is a summary of LHB's fees for construction document development and administration:

• Original project budget	\$786,000
• LHB fees to date	\$532,878
• Under budget amount	\$253,122
• Additional fee request	\$130,000
• Revised under budget amount	\$ 123,122

(The attached document from LHB requesting additional fees also includes \$36,000 for the Shoreview Commons restroom/shelter building management. The total fee request including both the Bobby Theisen Park and Shoreview Commons projects is \$166,000)

General Project Scope

There are several other areas of the project that are being managed directly by the city that will incur additional costs. The playground, for example, will be over budget by \$24,966 in order to add a fully accessible spinner feature recommended by the parks and recreation commission and staff. Other costs include technology for cameras and card readers, the EV charging station, and the solar panels and signage for the park building.

Additional costs for features being managed by the city	\$115,206
---	-----------

Overall budget summary to date

• Ebert Construction project scope under budget amount	\$572,731
• LHB project scope under budget amount	\$123,122
• Total under budget amount	\$695,853
• Total cost of general project scope being managed by the city amount	\$115,206
• Estimated project budget total under budget	\$580,647

RECOMMENDATION

Based on the foregoing information it is recommended that the city council approve change no. 04 for the Bobby Theisen Park improvements project and additional construction administration fees for both the Bobby Theisen Park improvements project and the Shoreview Commons restroom/shelter building project.

ATTACHMENTS

[Bobby Theisen Change Order 04.pdf](#)

[LHB Additional Services Request Commons and Bobby Theisen Park Construction Administration.pdf](#)