

Memorandum

TO: City Council
FROM: Steve Benoit , Parks and Recreation Director
DATE: October 20, 2025
SUBJECT: Approve change order no. 003 for the Shoreview Commons restroom/shelter building improvement project.
ITEM NUMBER: 8.i
SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve change order no. 003 for the Shoreview Commons restroom/shelter building improvement project.

INTRODUCTION

LHB, the architect firm the city has contracted with for the Shoreview Commons restroom/shelter building project, has requested that the city approves change order no. 003.

DISCUSSION

As the construction of the Shoreview Commons restroom/shelter building improvement project has progressed the key groups working with the city on the project, including LHB and General Contractors of Minnesota, have continued to work collaboratively to refine the design in order to improve the quality and longevity of the building.

The adjustments in this change order address needed modifications including the addition of a mop sink, steel door returns and adjustments to the flashing. An additional table and umbrella is being added in the plaza area. Several exterior outlet covers are being weather proofed. The construction fence required repair to do damage that occurred during a tree removal. The trail running from the building to Mound Avenue has deteriorated to the point of needed replacement.

Summaries of the changes are attached. Below is a cost outline of these changes:

- Proposal Request 10 dated July 11, 2025 ADD \$783.37
- Change Order Request 02 - Mop Sink, Stainless Steel Door Returns, Flashing dated June 20, 2025 ADD \$4,289.25
- Change Order Request 03 - Rev 1-Patio Table and Umbrella dated August 26, 2025 ADD \$7,330.74
- Proposal Request 04 - Weather Proof Outlet Covers and Damaged Fence dated September 4, 2025 ADD \$667.64

- Proposal Request 04 - Trail Reconstruction dated September 4, 2025 ADD 26,493.41

The total cost of the change order is increasing the contract sum by \$39,573.41. Following is a summary of the project budget incorporating these changes:

- | | |
|---|----------------|
| • Original Contract Sum was | \$934,056.00 |
| • The net change by previously authorized Change Orders | \$331,421.09 |
| • The Contract Sum prior to this Change Order was | \$1,265,477.09 |
| • The Contract Sum will be increased by this Change Order
in the amount of | \$39,573.41 |
| • The new Contract Sum including this Change Order will be | \$1,305,050.50 |
| | |
| • Original project budget | \$1,925,000.00 |
| • Updated contract sum | \$1,305,050.50 |
| • Updated under budget amount | \$619,649.50 |

RECOMMENDATION

Based on the foregoing information it is recommended that the city council approve change order no. 003 for the Shoreview Commons restroom building improvement project.

ATTACHMENTS

[Shoreview Commons Change Order 03.pdf](#)