

Memorandum

TO: City Council
FROM: Renee Eisenbeisz , Assistant City Manager
DATE: May 19, 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 ECo4, ECo5, and PRo4 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. Tonight, the city council is being asked to approve three change orders to the contract.

DISCUSSION

Change order ECo4 includes purchasing additional brick for the upper level conference room at a cost of \$2,278.25. The upper level of city hall currently has two service counters, one for daily activities and one that was used for election activities every other year. During the design phase, it was decided to convert the second service counter into a conference room that is accessed by both the lobby and offices. As such, we need to fill in the brick wall that faces the lobby. The contractors salvaged as much brick as they could from the parks and rec demolition but it only accounts for a portion of what we need. The new bricks will match what is currently there.

Change order ECo5 includes the following additional mechanical work at a cost of \$5,126:

- Removing baseboard radiant heat tubing - the previous preschool room had baseboard radiant heat tubing that needed to be removed to accommodate new walls.
- Removing ceiling mounted heat tubing - contractors found ceiling mounted heat tubing that was abandoned during demolition. This was interfering with the new ceiling height and therefore needed to be removed.
- Replacing flexible ductwork - contractors also found flexible ductwork in the ceiling that no longer meets the current building code. As such, this needed to be replaced with hard duct piping.

Change order PRo4 is includes the following shade revisions based on staff's request and recommendations at a cost of \$5,494.50:

- Installing blackout shades at service desks - the original specs did not include the shades at the service desks to be blackout. Since the parks and recreation desk will no longer

have a gate that covers the window, we want to ensure the shades are completely dark so visitors cannot see into the offices when they are closed.

- Adding shades - the new conference room in parks and recreation has two windows, one facing the lobby and one facing the offices. Staff are recommending we had shades to these windows so they can be shut if needed. Additionally, the parks and rec offices include windows looking into the waterpark. Staff are also recommending shades for these windows so they can be closed if needed.

The change orders will increase the contract by \$12,898.75 bringing the total contract cost to \$1,421,618.78. Currently, the total cost of the project including construction, furniture, and finishes is coming in just under \$1,790,000. 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 orders ECo4, ECo5, and PRo4 for the city hall and parks and recreation office remodel project.

ATTACHMENTS

[Change order ECo4](#)

[Change order ECo5](#)

[Change order PRo4](#)