

Memorandum

TO: City Council
FROM: Steve Benoit , Parks and Recreation Director
DATE: February 2, 2026
SUBJECT: Approve change order 004 for Shoreview Commons restroom/shelter building improvement project.
ITEM NUMBER: 8.1
SECTION: CONSENT AGENDA

REQUESTED MOTION

To approve change order no. 004 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. 004.

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 in order to allow to have the single use restrooms to be open and available for community use during the winter months. This work entails installing heat trace for the three domestic water pipes that cross the breezy way in the attic space along with additional electrical and duct work. Also, a blow out connection was installed to allow for proper winterization.

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

Proposal Request 11 dated August 20, 2025	ADD \$12,957.36
Proposal Request 12 dated December 9, 2025	ADD \$1,343.00
GC Change Order Request 08 dated December 16, 2025	ADD \$11,605.64

The total cost of the change order is increasing the contract sum by \$25,906.00. 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	\$370,994.50
The Contract sum prior to this Change Order was	\$1,305,050.50
The Contract Sum will be increased by this Change Order in the amount of	\$25,906.00

The new Contract Sum including this Change Order will be \$1,330,956.50

Original project budget	\$1,925,000.00
Updated contract sum	\$1,330,956.50
Updated under budget amount	\$594,043.50

RECOMMENDATION

Based on the foregoing information it is recommended that the city council approve change order no. 004 for the Shoreview Commons restroom building improvement project.

ATTACHMENTS

[Change Order 004](#)