

TOWN OF ALPINE
STAFF REPORT

To: Town Council, Town of Alpine

From: Monica Chenault, Town Clerk/Treasurer

Date: December 31, 2025

Subject: Recommendation to Approve Contract Increase – Alpine Pretreatment Program Development (JVA, Inc.)

Purpose

The purpose of this staff report is to provide the Town Council with an overview of a request from JVA, Inc. (JVA) to increase the not-to-exceed amount for the Alpine Pretreatment Program Development project and to recommend approval of the requested increase.

Background

The Town engaged JVA to develop a pretreatment and permitting program to support compliance with EPA pretreatment requirements and to implement the program with Melvin Brewery as a significant industrial user. JVA has completed the pretreatment program technical memorandum and customized associated pretreatment forms, and worked with Town staff to address comments and questions prior to implementation.

Request

JVA reports that the level of effort required exceeded the original time-and-materials estimate and that the Town has exceeded the estimated contract amount. JVA's formal request (dated December 31, 2025) provides the following fee summary:

- Original estimated project fee (time and materials): \$13,700.00
- Fee to date (as of 12/30/25): \$16,540.00
- Estimated fee for January 23rd meeting with Melvin and related updates (not included in original scope): \$2,360.00
- Total additional fee request: \$5,200.00

Staff notes that \$13,700.00 + \$5,200.00 equals \$18,900.00. Accordingly, if Council approves the requested increase, the project not-to-exceed amount should be updated to \$18,900.00 (rather than \$18,700.00).

Fiscal Impact

Approval of this request will increase the project upset limit by \$5,200.00, for a revised not-to-exceed amount of \$18,900.00. The additional amount is intended to cover final project completion, attendance at the January 23rd meeting with Melvin, and any resulting updates to the pretreatment program.

Recommendation

Staff recommends that the Town Council approve the requested contract increase for the Alpine Pretreatment Program Development project with JVA, Inc. by increasing the not-to-exceed amount by \$5,200.00, for a revised project total not-to-exceed amount of \$18,900.00, and authorize the Mayor to execute any necessary amendment or documentation consistent with this action.