

	Agenda Title:	Agenda Date:
	Municipal Building Construction Phase Services	July 16, 2026
	Subject/Proposal/Request:	
	Authorize HBA Contract Change Order	
Town of Cape Charles	Attachments:	For Council:
	Proposed Change Order	Action: X Information:
	Staff Contact(s):	Reviewed by:
	Bob Panek, Project Manager	Rick Keurogilan, Town Manager

Background:

Council authorized award of the contract with Hoy Construction in the amount of \$6,220,779 for construction of the new Municipal Building at the regular meeting on June 18, 2026. At that time, staff indicated that several additional expenditures associated with construction would be required, i.e., construction phase services by our architectural firm (HBA), and procurement of the emergency generator and parking lot lighting.

Item Specifics:

HBA has provided a proposal for construction phase services, which include construction administration by HBA and subconsultants MSA (civil engineering) and PACE Collaborative (PME engineering), and special inspections by Speight, Marshall, Francis (structural engineering) and Terracon (geotechnical engineering). These services are estimated to cost \$141,504.25 based on a 14-month construction duration, and include such things as: review of material submittals, requests for information, and progress payments, construction progress meetings, special inspections of earth work, concrete and structural steel, etc. Please see the attached proposed change order to the HBA contract. All the subconsultants assisted in preparing the construction plans and specifications. The Town Manager has approval authority for award of professional services contracts not to exceed \$30,000.

Recommendation:

Authorize the Town Manager to approve the HBA contract change order in the amount of \$141,504.25, and approve a 5% contingency reserve of \$7,075.