

# MEMO



**To:** Mayor Dwain Hahs and Members of the Board of Aldermen  
**From:** Janet Sanders, Director of Public Works  
**Date:** April 29, 2026  
**Re:** Change Order No. 3 – East Jackson Boulevard Water Main Upgrade  
– Part 1

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Attached you will find Change Order No. 3 for the water main project on East Jackson Boulevard. This project is complete except for punch list items and the final quantities have been calculated by our project engineer Horner & Shifrin, resulting in a Change Order No. 3 to deduct \$2,178.23 from the total contract.

Completion of their punch list items, which includes primarily touch-up of landscaping, will finish Part 1 of the East Jackson Boulevard Water Main Upgrade Project (alias Water Facility Plan Implementation Project Phase 2, Project 2E, Part 1).

The final resulting construction cost to Nip Kelley Equipment Company was \$1,019,443.02 and has been funded by water bonds approved by the voters in 2023.

Easement acquisition will begin soon for Part 2 of this project, which will extend the water main upgrade along East Jackson Boulevard to its intersection with Old Cape Road.