



## PUBLIC WORKS MEMORANDUM

# City of Jackson

TO: Mayor and Board of Aldermen

CC: Matt Winters, City Administrator

FROM: George Harris, Engineer *GH*

DATE: December 16, 2024

RE: Fire Station No. 1 Renovation Project- Change Order No. 2 (COR 005)-  
Revised Dates for Substantial Completion and Final Completion

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Penzel Construction's bid included a proposed project substantial completion date of May 1, 2025 and a final completion date of July 1, 2025. The contractor's bid included a stipulation that the substantial completion date was conditioned on an expectation that a notice to proceed would be given by May 1, 2024.

The actual notice to proceed was issued for June 3, 2024 or 33 days later than the anticipated notice to proceed date. A time extension of 33 days would result in a substantial completion date of June 3, 2025 and a final completion date of August 4, 2025. This would allow the contractor the original time period indicated in the bid documents.

City staff recommends that the Mayor and Board of Aldermen approve the proposed Change Order No.2 for the Building Addition & Renovation of Jackson Fire Station #1 project.



325 W. Jackson Blvd. • P.O. Box 330 • Jackson, MO 63755 • (573) 243-8191 • (573) 243-3526 • fax (573) 243-2425 • [www.penzel.com](http://www.penzel.com)

November 8, 2024

Mr. George Harris

City of Jackson  
101 Court Street  
Jackson, MO 63755

Re: COR 005 – Time extension – No Cost impact

Dear Mr. Harris,

Penzel Construction is requesting a time extension for the Jackson Fire Station #1 Substantial Completion Date and Date of Readiness. Bid Documents stipulated a Notice to Proceed to be given by May 1, 2024 for a Substantial Completion of May 1, 2025.

Notice to Proceed was given on June 3, 2024 - 33 days later than projected. Request a time extension for Substantial Completion of June 3, 2025 and Date of Readiness of August 4, 2025

Penzel Construction Company requests to be compensated in the amount of \$0.00.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Wade Rhodes  
Project Manager  
Penzel Construction Inc.

Enclosures:

Bid Document  
NTP  
Contract

# Change Order

No. 2

Date of Issuance: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Project: Jackson Fire Station #1 Building Addition and Renovations	Owner: City of Jackson	Owner's Contract No.: 24-35
Contract: General Contract	Date of Contract: 04/02/2024	
Contractor: Penzel Construction Company, Inc.	Engineer's Project No.: 22-273	

## The Contract Documents are modified as follows upon execution of this Change Order:

### Description:

1. Update completion date due to Notice of Proceed issuance

### Attachments (list documents supporting change):

1. COR 005 from Penzel Construction Company dated 11/08/2024

### CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 3,618,700.00

[Increase] [Decrease] from previously approved  
Change Orders No. \_\_\_\_\_ to No. \_\_\_\_\_:

\$ n/a

Contract Price prior to this Change Order:

\$ 3,618,700.00

[Increase] [Decrease] of this Change Order:

\$ 0.00

Contract Price incorporating this Change Order:

\$ 3,618,700.00

### CHANGE IN CONTRACT TIMES:

Original Contract Times: ☐ Working days ☒ Calendar days

Substantial completion (date): 05/01/2025

Ready for final payment (date): 07/01/2025

[Increase] [Decrease] from previously approved Change Orders  
No. \_\_\_\_\_ to No. \_\_\_\_\_:

Substantial completion (days): n/a

Ready for final payment (days): n/a

Contract Times prior to this Change Order:

Substantial completion (date): 05/01/2025

Ready for final payment (date): 07/01/2025

[Increase] [Decrease] of this Change Order:

Substantial completion (days): 33

Ready for final payment (days): 33

Contract Times with all approved Change Orders:

Substantial completion (date): 06/03/2025

Ready for final payment (date): 08/04/2025

RECOMMENDED:

By: \_\_\_\_\_  
Engineer (Authorized Signature)

Date: \_\_\_\_\_

ACCEPTED:

By: \_\_\_\_\_  
Owner (Authorized Signature)

Date: \_\_\_\_\_

ACCEPTED:

By: \_\_\_\_\_  
Contractor (Authorized Signature)

Date: \_\_\_\_\_