



OFFICE OF THE CITY MANAGER

AGENDA ITEM REPORT

TO: Honorable City Council

FROM: James A. Gallup, City Manager
Lee Turner, Fire Chief

DATE: October 14, 2026

SUBJECT: Request to Approve Change Order 16 for Fire Station 2

BACKGROUND:

- On September 28, staff conducted a “Substantial Completion” walkthrough of Fire Station 2 and noted critical items that were brought to the attention of the A&E firm and builder.
- In lieu of being assessed liquidated damages, the contract builder negotiated a proposal to provide a better flooring product.
- This change order suspends accrual of liquidated damages and reflects only the additional time needed to repair the flooring and keeps the project moving towards completion.
- New substantial completion date: October 26, 2026. Contractor understands that liquidated damages shall resume after this date.

FISCAL IMPACT:

- No change to Contract Sum; Project is still under budget

REQUEST/RECOMMENDATION:

- Staff recommends approval of Change Order 16 to adjust time for substantial completion

ATTACHMENTS:

- AIA Document - Change Order 16
- Renderings for new flooring plan negotiated by builder

**AIA®****Document G701® – 2017****Change Order**

PROJECT: *(Name and address)*
 Jefferson City Fire Station No. 2
 1075 Odyssey Road
 Jefferson City, TN 37760

CONTRACT INFORMATION:
 Contract For: Jefferson City Fire Station
 No. 2

CHANGE ORDER INFORMATION:
 Change Order Number: 16

Date: 05-12-2025

Date: 10-14-2026

OWNER: *(Name and address)*
 City of Jefferson City, TN
 112 City Center Drive
 Jefferson City, TN 37760

ARCHITECT: *(Name and address)*
 Allen & Hoshall
 5746 Marlin Road, Suite 102
 Chattanooga, TN 37411

CONTRACTOR: *(Name and address)*
 McSpadden, Inc.
 P.O. Box 948
 Dandridge, TN 37725

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

This is an adjustment to the proposed completion date.

The City has foregone the accrument of Liquidated Damages due to the agreement with McSpadden to repair the flooring. Liquidated Damages will be suspended during this period, but may be reassessed if required after the new proposed date of completion.

The original Contract Sum was	\$	5,202,800.00
The net change by previously authorized Change Orders	\$	-8,480.16
The Contract Sum prior to this Change Order was	\$	5,194,319.84
The Contract Sum will be unchanged by this Change Order in the amount of	\$	
The new Contract Sum including this Change Order will be	\$	5,194,319.84

The Contract Time will be increased by Twenty-nine (29) days.

The new date of Substantial Completion will be October 26, 2026

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Allen & Hoshall

ARCHITECT *(Firm name)*

CONTRACTOR *(Firm name)*

OWNER *(Firm name)*

Robert M. Thew, AIA
SIGNATURE

SIGNATURE

SIGNATURE

Robert M. Thew, Project Architect

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

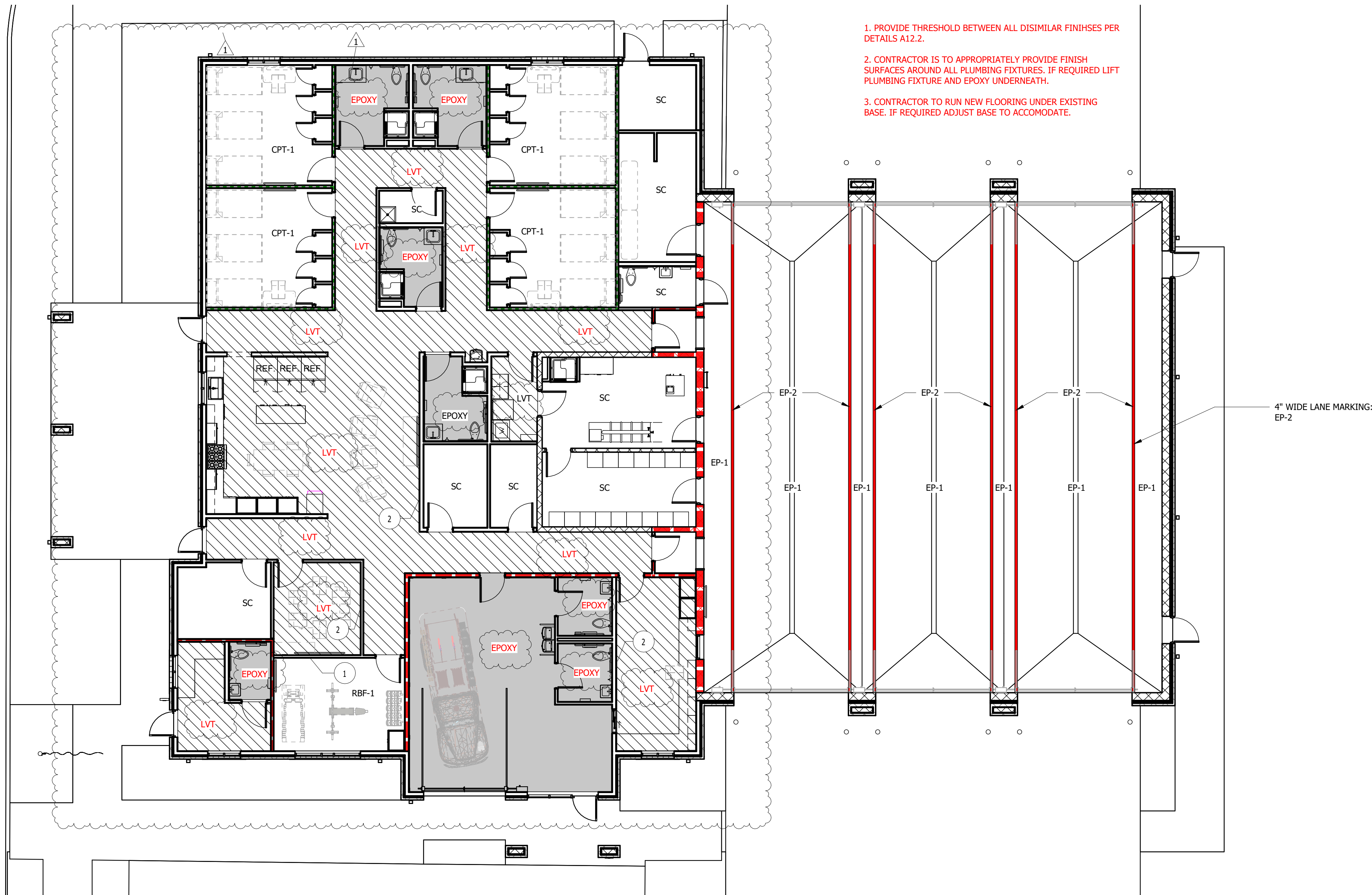
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10/14/2026
DATE

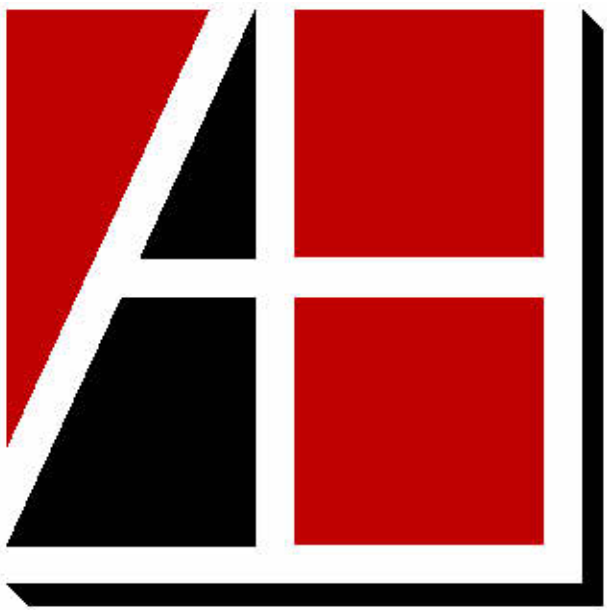
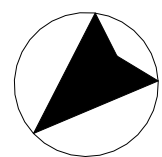
DATE

DATE

Plotted on: 10/7/2026 8:03:05 AM



1 FINISH FLOOR PLAN
1/8" = 1'-0"



Allen&Hoshall
engineers • architects

Allen & Hoshall
5746 Marlin Road, Suite 102
Chattanooga, TN 37411
423 892 1203 fax 423 892 1273

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**JEFFERSON CITY FIRE STATION
NO. 2**

1075 ODYSSEY ROAD
JEFFERSON CITY, TN 37760

Jefferson City, Tennessee

1	ASI #11	10.6.26
No.	Revision Description	Date

FINISH PLAN

JOB NO: 63433 DRAWN: AB
DATE: 11.1.24 CONSTRUCTION DOCUMENTS

A12.1