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TOWN COUNCIL AGENDA COMMUNICATION

AGENDA DATE: January 22, 2025

SUBJECT: Contract Modification Order – BHA Design, Inc. West Parish Alley Project

ACTION PROPOSED: Consider Change Order #02 & #03 by BHA Design, Inc.

ATTACHMENTS:

1. Add Request #02
2. Add Request #03

PRESENTED BY: Brandon Torrez, Senior Project Manager

AGENDA ITEM DESCRIPTION:

On November 6, 2023, the Town Council approved a proposal from BHA Design, Inc. (BHA) for the design of improvements to the alleyway west of Parish Avenue. The contract with BHA includes conceptual design, design development, construction documents, meetings and project management, and bidding assistance. The original project design cost was \$312,585.

During the performance of this contract, it was determined that additional work could significantly contribute to the success of the project. This additional work includes the coordination of utility undergrounding, preparation of easement documents, sanitary sewer construction documents, private electric construction documents, and enhanced project coordination. To date, three (3) change orders have been submitted, with the first change order being approved administratively. Inclusive of all three (3) change orders, the total design project cost is proposed at \$444,625 to cover labor and expenses associated with the expanded project scope. The two change orders presented for your review and consideration to ensure success of this project total \$68,470. If approved, the required funding will be allocated from the \$2.0 million designated for this project within the adopted 2025 Budget. While a budget amendment for the project is not required at this time, one may be required when the full reconstruction and aesthetic improvements of the alleyway are awarded; tentatively in late 2025.

It is important to note that additional change orders may be necessary during design, construction, development of a second concept of the alleyway improvements, and relocation

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phases of the project. These could address needs such as supplemental construction services, property acquisition, or unforeseen construction expenses that may arise as the project progresses toward completion. To facilitate and expedite this process, Staff is requesting discretion and approval of future change orders by the Town Manager up to a limit of \$485,000 for the design scope. This represents roughly a 9% increase over the current project cost, inclusive of the three (3) change orders.

STRATEGIC PLAN ALIGNMENT:

- Healthy & Resilient Economy
 - *Invest in the development of a vibrant and interconnected downtown*
 - *Drive projects and initiatives that promote Johnstown as a premier destination for business*
- Natural & Built Environment
 - *Expect and encourage community centered design*
- Quality Infrastructure & Facilities
 - *Ensure future viability of infrastructure and facilities*
 - *Repair and maintain existing infrastructure, facilities and equipment*

LEGAL ADVICE:

N/A

FINANCIAL ADVICE:

These two change orders would amend the contract amount with BHA to an approved total of \$444,625.

RECOMMENDED ACTION: Staff supports the approval of the two change orders and providing for Town Manager discretion to approve project design costs totaling up to \$485,000.

SUGGESTED MOTIONS:

For Approval: I move to approve the two change orders from BHA Design, Inc. totaling \$68,470, and authorize the Town Manager to approve future change orders provided the total alleyway design cost does not exceed \$485,000.

For Denial: I move to deny the two change orders as presented by BHA Design, Inc.

Reviewed and Approved for Presentation,



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Town Manager

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