

STAFF REPORT REGULAR MEETING

AGENDA DATE: August 18, 2026

DEPARTMENT: Community Sustainability

TITLE:

Change Orders with Cooper Management and Consulting for renovations at 1900 Second Avenue North for the Community Sustainability Department

SUMMARY:

Consideration of a Change Orders to extend the contract term and contract amount for the renovation/expansion project at 1900 Second Avenue South

BACKGROUND AND JUSTIFICATION:

On September 16, 2025, the City Commission approved a contract in the amount \$2,317,603 for an extensive Community Sustainability Department renovation and expansion project at 1900 Second Avenue North. This contract amount included a \$100,000 contingency to cover unforeseen conditions and other unknown issues that may have been discovered during the construction process. Change Order No. 1 to this contract added \$25,550 to cover the cost of the required builder's risk insurance, which brought the contract total up to \$2,343,153. This change order was approved by the City Manager as it was less than a \$50,000 change.

Now that the renovation and expansion project is well underway, there have been several setbacks in the project related to incorrect as-built drawings, missing geotechnical information, discovery of unpermitted work, conflicts between permitted drawings and existing conditions, unforeseen existing conditions, conflicts within the permitted construction documents, and requests for additional information & clarification related to structural and demolition issues as well as scheduling challenges, which all need to be addressed.

Several Work Change Directives addressed a variety of these early issues related to existing conditions, as-builts, and unknown conflicts that revealed themselves during the interior and exterior demolition activities. These Work Change Directives have effectively exhausted the budgeted \$100,000 contingency as they have totaled to date \$95,489.34 leaving \$4,510.66. The items addressed are reflected on the attached spreadsheet as items 2, 3, 4, 5, 9, 11, 14, and 15.

Currently, there are six (6) outstanding formal Change Order Requests that must be addressed and funded for the project to continue, including a request to extend the contract time period for an additional 122 days. These are items 6, 7, 8, 10, 12, 13, 17 on the spreadsheet. The total amount of these change orders is \$220,302.78, which includes credit for the removal of a rooftop paver system intended to provide an outside terrace for staff breaks. The project budget has sufficient funds to cover the Change Order Requests, other than the request for additional contingency funds. Change Order Number 1.7 is requesting an additional \$50,000 in contingency funds to address unexpected items that may arise during work on the remainder of the project. This additional contingency will be an addition to the project budget. In total, an additional \$270,302.78 is requested to increase the overall contract total to \$2,613,455.78.

The additional time being requested for the contract term is primarily due to the following issues:

1. Delay of start of project due to extended delays for almost two (2) months for WillScot to deliver and install the two (2) sets of modular offices. These were not available for use until the first week of December more than two (2) months after the approval of both the contract with Cooper Management and the contract with WillScot. The staff of the department could not move out of the existing building until the modulares were available.
2. Delay of issuance of building permit due to the lack of a formal geo-technical report required for the structural construction documents. Obtaining a geo-technical report and confirming its recommendations with the structural documents took approximately six (6) weeks.
3. Delay of approximately eight (8) weeks in addressing Requests for Information (RFIs), specifically #7 and #11 involving the necessary demolition of the structural system at the former lobby and atrium and the new structural system required to support the remainder of the existing roof. The scope of demolition grew

exponentially based on unknown existing conditions. Other RFIs that caused delays during the same period were #13, #15, #17 and #31

4. Delay for approximately two (2) weeks in being able to complete the south end of the 1900 renovation project due the necessity of Public Works to address maintenance issues with the existing HVAC system and ducting prior to the area being available to reinstall a drop ceiling.
5. Delay of another four (4) weeks as the value of the Work Change Directives and Change Orders were negotiated.

There is sufficient funding in the overall project allocation to cover the additional costs in the Change Order Requests, other than the request for additional contingency funds. The project budget will be increased to include the additional contingency amount. Work at the 1900 project is scheduled now to be completed by April 2027, which is within the timeframe included in the requested contract term extension. Originally, the project was to be completed in early January 2027.

MOTION:

Move to approve/disapprove Change Orders to contract with Cooper Management and Consulting for the total amount of \$270,302.78

ATTACHMENT(S):

Fiscal Impact Analysis
Change Order Requests
Additional Contingency Change Order
Work Change Directives and Change Order Spreadsheet

Contract Award – New Appropriation	
	Expenditure
Department	Capital Project Fund/Building Fund
Division	Building Permit
GL Description	Improvement other than building
GL Account Number	301-2020-589.63-00
Project Number	GV2404
Requested Funds	\$50,000
Remaining Balance	N/A
Source of Revenue (i.e. Paygo, Current Revenue, Bond Money, Grants, etc.)	2020 Non Advalorem Bond – Interest Earned