AGENDA REPORT

MEETING DATE:	November 16, 2026	Regular
DEPARTMENT:	Public Works	Sara Leaders, Community Development and Public Works Director
SECTION OF AGENDA:	Consent Agenda	November 16, 2026
AGENDA ITEM TITLE:	Approval of Change Order #1 to the Construction Services Agreement with Prime Contractors, Inc. for Structural Repairs to the Historic McConnell House.	
STATEMENT OF PURPOSE:	The purpose of this item is to obtain City Council approval of Change Order #1 for additional structural repairs to a damaged beam discovered during work at the historic McConnell House.	
FINANCIAL IMPACT:	The $3,600 change order would increase the contract total to $50,488. Funding is available within the $200,000 capital budget for stabilization of the house. A $5,000 Callahan Incentive Grant from the Georgia Trust for Historic Preservation will offset a portion of the overall repair costs.	
RECOMMENDED ACTION:	Approve Change Order #1 to the Construction Services Agreement with Prime Contractors, Inc. for structural repairs to the McConnell House.	

EXECUTIVE SUMMARY:

Change Order #1 would address damage to a structural beam discovered after flooring was removed during repairs to the historic McConnell House, also known as the McConnell-Chadwick Homestead.

Prime Contractors, Inc. proposes replacing the damaged portion of the beam with a built-up wood beam. Palmer Engineering and the City Building Inspector reviewed the proposed repair and determined it to be necessary and appropriate. The $3,600 change order would increase the contract total to $50,488 and support continued stabilization of the house while long-term plans for the property are developed.

PURPOSE/BACKGROUND:

The McConnell House was donated to the City in January 2025 for preservation. In 2023, the Georgia Trust for Historic Preservation included the house on its Places in Peril list, which identifies threatened historic resources. The house has also received a state determination of eligibility for listing on the National Register of Historic Places; this determination does not constitute listing on the Register.

Previous stabilization work included covering exterior openings to limit water intrusion and commissioning a structural evaluation by Palmer Engineering. The current construction agreement addresses needs identified in that evaluation, including new footings and posts, floor repairs, roof leak repairs, and reinforcement or installation of beams.

The additional beam damage was discovered during that work. The change order addresses this newly identified condition as part of the City's effort to stabilize the structure and prevent further deterioration.

STAFF ANALYSIS:

The proposed repair includes the following work:

- Remove approximately 13 feet of the damaged 10-inch-by-10-inch beam.
- Install six 2-inch-by-10-inch boards bolted together to form the replacement beam.
- Attach the new joist using joist hangers.
- Reinstall siding.

The replacement beam will be concealed beneath the flooring and behind siding. The engineer and City Building Inspector reviewed the proposed repair and determined it to be an appropriate way to address the structural condition. Using a built-up beam allows the repair to proceed without the additional cost and lead time associated with a custom 10-inch-by-10-inch replacement beam.

FINANCIAL IMPACT:

The $3,600 change order would increase the contract total to $50,488. Funding is available within the $200,000 capital budget for stabilization of the house. A $5,000 Callahan Incentive Grant from the Georgia Trust for Historic Preservation will offset a portion of the overall repair costs.

ALTERNATIVES CONSIDERED:

Option 1: Built-up beam repair – Provides the proposed $3,600 repair.

Option 2: Custom replacement beam – A custom 10-inch-by-10-inch beam would cost approximately $8,000 to $10,000 and require additional lead time. The built-up beam provides an appropriate repair at a lower cost.

Option 3: Deferred repair – Leaving the beam unaddressed would not resolve the structural condition. Completing the repair supports the building's stability.

LEGAL AND REGULATORY CONSIDERATIONS:

Change Order #1 amends the construction agreement to include the additional beam repair. The work will be permitted in accordance with applicable City requirements before it begins.

OPERATIONAL IMPACT:

Approval would allow the contractor to complete the additional beam repair as part of the stabilization work. Staff will coordinate the work with the contractor and required inspections. The property is not open to the public, and no roadway or traffic impacts are anticipated. Stabilization supports continued planning for the property's future use, restoration needs, and potential funding sources.

COMMUNITY/STAKEHOLDER IMPACT:

The repair supports preservation of a historic resource valued by the Milton Historical Society and other community stakeholders. Addressing the damaged beam helps protect the structure while the City considers long-term plans for the property.

STRATEGIC ALIGNMENT:

Aligns with Strategic Priority #2: Continue smart land planning to keep Milton unique by supporting preservation of Milton's rural heritage and historic character.

STAFF RECOMMENDATION:

Approve Change Order #1 to the Construction Services Agreement with Prime Contractors, Inc. for structural repairs to the McConnell House in the amount of $3,600.

REVIEWS & APPROVALS:

Financial Review: Bernadette Harvill, Deputy City Manager – Bernadette Harvill, November 6, 2026
Legal Review: Jarrard & Davis, LLP – November 3, 2026 Bernadette Harvill
Concurrent Review: Stacey Inglis, Deputy City Manager
Stacey Inglis

ATTACHMENTS:

Change Order #1 to the Construction Services Agreement for McConnell House Structural Repairs

CITY OF MILTON GEORGIA

CHANGE ORDER #1 TO THE CONSTRUCTION SERVICES AGREEMENT

WHEREAS, the **CITY OF MILTON, GEORGIA** ("City") and **PRIME CONTRACTORS, INC.,** ("Contractor"), entered into that certain Construction Services Agreement dated August 3, 2026 which is incorporated herein by this reference (the "Agreement"); and

WHEREAS, the City has requested for the Contractor to provide additional construction services required to complete the existing project by addressing an unforeseen necessary structural repair which is further described in the Scope of Work attached hereto as Exhibit "A"; and

WHEREAS, the terms of this Change Order #1 shall be incorporated into the Agreement by the references herein.

NOW THEREFORE, the parties agree to amend the Agreement as follows:

1. Pursuant to Agreement Section 2 - Exhibit A, Scope of Work, is hereby amended by inserting the additional services thereto as set forth in Exhibit "A" attached hereto. The addition of these services equals a total cost of $3,600.00 being added to the contract, making the Maximum Contract price of $50,488.00

2. Section 5 of the Agreement is hereby amended by replacing the text from "The total amount paid under this Agreement as compensation for Work performed and reimbursement for costs incurred shall not, in any case, exceed **FORTY-SIX THOUSAND, EIGHT HUNDRED EIGHTY-EIGHT AND 00/100 DOLLARS ($46,888.00)**" to "The total amount paid under this Agreement as compensation for Work performed and reimbursement for costs incurred shall not, in any case, exceed **FIFTY THOUSAND, FOUR HUNDRED EIGHTY-EIGHT AND 00/100 DOLLARS ($50,488.00)**".

3. Section 3 of the Agreement is hereby amended by replacing the text from "... and shall fully complete the Work **by September 30, 2026"** to "...and shall fully complete the Work **by December 31, 2026".**

4. Except as amended hereunder, the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

(signatures on following page)

IN WITNESS WHEREOF, the parties have caused this Change Order #1 to be duly executed by their duly authorized officers as of the day and year set forth next to each signature.

CONSULTANT: PRIME CONTRACTORS, INC.

By: _____

Print Name: Keith Dunn

Its: President/Vice President

Attest/Witness:

_____

Print Name: Taylor Dunn

Its: Corporate Secretary
(Corporate/Assistant Corporate Secretary)

CITY OF MILTON, GEORGIA:

By: _____
Peyton Jamison, Mayor Date

Attest:

_____
Tammy Lowit, City Clerk

(CITY SEAL)

Approved as to form:

Jennifer McCall 11/05/26
_____
City Attorney, Date

EXHIBIT "A"

PRIME
CONTRACTORS
Est. 1979
Excellence At Every Level

Milton – McConnell-Chadwick House – Structural Repairs- CO#1
13725 Arnold Mill Rd
Roswell, GA 30075

Scope of Work

Summary Scope **(November 2nd, 2026)**

This work order consists of; Carpentry per detailed Scope of Work below

1. Drawings and Specifications

Referenced and attached hereto;

1.1 Specifications created from email from Palmer Engineering Company.

2. Detailed Scope of Work

The Contractor shall perform all work as described below per any and all attached specifications and drawings:

2.1 Carpentry

- Cut out and remove 13' of 10"×10× beam.
- Install (6) 2"×10" boards through bolted.
- Attach new joist with joist hangers.
- Reinstall siding.

We Propose to hereby furnish all material and labor – complete in accordance with above specifications for the sum of **Three Thousand Six Hundred dollars and 00/100.**
$3,600.00

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

_____Signature
_____Title
_____Date

3. Details that Apply to All Work Areas

3.1 Contractor shall utilize the latest issue of the Sourcewell Specifications for all work.

3.2 Contractor and all of their subcontractors on site will adhere to the security requirements of the campus including background checks and orientation classes

3.3 Contractor and subcontractors will at all times wear shirts identifying the company they are employed with, accompanied by a badge when deemed necessary.

3.4 Contractor shall perform work, schedule deliveries and have access to areas of work during and after normal business hours as agreed upon and coordinated with Owners contact for this project: **Gary Frantz**

3.5 Contractor shall work with administrators to coordinate around scheduling conflicts with the occupation in the building

3.6 Contractor shall be responsible for all safety code compliance pertaining to their portion of work

3.7 Contractor shall maintain clean work areas at all times, remove and dispose of all demolished materials and construction debris, rubbish, and waste material from the property of the Owner on a daily basis unless noted otherwise

3.8 No tobacco or alcohol will be permitted on the property of the Owner or in the vehicles of the contractor or their subcontractors

3.9 No radios are permitted

3.10 All measurements and quantities supplied in this scope of work are approximate in nature and are supplied as a convenience for the contractor. The contractor is responsible for field verification of all measurements and quantities.

3.11 Contractor shall verify all new and existing conditions and dimensions at job site.

3.12 Parking and staging areas will be made available for the Contractor by the Owner and will be coordinated with the Owner prior to beginning work.

3.13 Contractor is responsible for protection of all surfaces including those not in the scope of work from construction dust, debris or damage during construction up until final acceptance. The methods of protection including plastic, paper, sealing doors or windows, etc.

3.14 Contractor shall install and maintain 48" orange safety fencing around all staging areas or temporary facilities

3.15 Contractor shall not be required to pay Davis Bacon wage rates

4. Warranty

4.1 The Contractor shall provide all extended manufacturers warranties to the owner prior to project closeout.

4.2 All documents necessary, will be addressed to the appropriate Owner Representative for energy rebates when applicable.

5. Permitting:

5.1 At the time of issuance of a Purchase Order for this work, it is understood that permits are not required. If this changes, the Contractor will be responsible for obtaining such applicable permits and the Owner will be responsible for compensating the Contractor for permit fees and any design necessary to obtain such permits or related approvals as described in the EZIQC master contract documents (i.e. permit fees are dollar for dollar reimbursable and professional design and engineering fees are paid for at hourly rates published in the Construction Task Catalog). At such time of requirement, a scope of work will be agreed upon and approved by all parties before start of additional work.

6. Submittals

6.1 The Contractor shall submit for approval the manufacturer's cut sheets for materials and equipment utilized for this project prior to commencing any work.

6.2 All finishes and other standard submittals are to be provided to the Owner prior to installation by the contractor.

7. Project Schedule

7.1 Majority of work shall be completed during normal working hours 8:00 am – 5:00 pm Monday thru Friday. After hours and weekends when needed will be coordinated with the Owner at no additional cost. Total project duration is expected to be **3 weeks** upon receipt of purchase order and mobilization

8. Clarifications

8.1 The following items are specifically excluded by Contractor and are not part of this agreement. If at any time during work a hazardous material or unknown condition is uncovered, work will cease until the appropriate scope of work is agreed upon and executed as a supplemental work order package or remedied by the Owner:

8.1.1 Any item not included in the specifications or contract.
8.1.2 Permitting and any associated fees
8.1.3 Hazardous materials not in this scope of work

9. Owner Responsibilities

9.1 Coordinate any State/Local Fire Marshal approvals as necessary.

9.2 Provide access to the worksite during scheduled working hours.

9.3 Provide a staging area for project related materials.

9.4 Owner shall be responsible for re-routing employee and student traffic as necessary









