



Request for Board Action City of Needles, California

☒ CITY COUNCIL ☐ UTILITY BOARD ☒ NPUA

☒ Regular ☐ Special

Meeting Date: October 24, 2023

Title: Accept Change Order No. 1 (Final) with Phillips Excavating, Inc. for the Water Meter Replacement Project and Accept the Notice of Completion for the work.

Background: This project is a continuation of the overall Advanced Meter Infrastructure (AMI) project to design, license and install smart electric and water meters within the City of Needles utility network. This portion of the project was to contract the replacement/installation of water meters that were previously purchased by the City.

In January 2023, the Water Meter Replacement Project was advertised for bids with bids opened on February 1, 2023. On February 14, 2023, Phillips Excavating Inc. was awarded the Base Bid in the amount of \$561,305.00 with a 10% contingency for a total project cost of \$617,437.00.

During construction, the total number of meters to be installed were increased from the original bid and miscellaneous parts were required to complete the project. Therefore, a portion of contingency funds were utilized to cover the costs.

The contractor completed the project utilizing the total base bid amount of \$561,305 plus \$26,605.26 of contingency funds for a total contract amount of \$587,910.26.

By issuance of this Change Order, the overall total project cost was reduced by \$29,526.74 from the original approval.

Fiscal Impact: Change Order #1 (Final) results in a net increase of \$26,605.26 to the contract with Phillips Excavating, Inc. being funded from the project contingency resulting in a final contract amount of \$587,910.26.

 Finance Dept.

Recommendation: Accept Change Order No. 1 (Final) for work completed by Phillips Excavating, Inc. for the Water Meter Replacement Project and authorize staff to execute said Change Order; and Accept the Notice of Completion for the Work.

Submitted By: Kathy Raasch, Projects Manager

City Management Review: 

Date: 10/19/2023

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

AGENDA ITEM: 1

CITY OF NEEDLES
CHANGE ORDER

PROJECT: Water Meter Replacement Project

Change Order No. 1

OWNER: City of Needles

CONTRACTOR: Phillips Excavating, Inc.

FOLLOWING CHANGES ARE MADE TO THE CONTRACT:

Description of Changes	Decrease Contract Price	Additional Meters	Increase Contract Price
1. 5/8 x 3/4" Meters		50	\$15,000.00
2. 1-1/2" Meters		35	\$12,250.00
3. 2" Meters	3,200.00	(8)	
3. Additional Parts			\$ 2,555.26

JUSTIFICATION:

1. The original quantity of 5/8 x 3/4" meter was approximate, therefore after deployment, fifty (50) additional residential meters were purchased by the City and installed by the contractor per unit price in the bid.
\$15,000.00 increase from project contingency.
2. The original quantity of 1-1/2" water meters was approximate, therefore after deployment, thirty-five (35) additional residential meters were purchased by the City and installed by the contractor per unit price in the bid.
\$12,250.00 increase from project contingency.
3. The original quantity of 2" meters was reduced from the original bid quantity by 8 meters.
\$3,200.00 decrease in contract price.
4. Miscellaneous gaskets, nuts, bolts and fittings required to complete water meter installations.
\$2,555.26 increase from project contingency.

Original Contract Price	\$561,305.00
Previous Change Order(s) Amount	\$0.00
Original Contract Price plus previous Change Orders	\$561,305.00
Contract Price Due This Change Order	\$26,605.26
New Contract Price	\$587,910.26

CHANGE IN CONTRACT TIME

Contract Time will be (Increased)	Adjusted Date for Completion of all Work	Calendar Days
N/A	N/A	N/A

APPROVALS
REQUI RED

Requested by:

Kathy Raaseh
Signature (Project Manager)

Date: 10-18-23

Contractor Acceptance:

Melody Phillips Pres.
Signature (Contractor)

Date: 10-17-23

Approved by:

Signature (City Manager)

Date: 10/24/23
CC meeting

CHANGE ORDER

RECORDING REQUESTED BY:

City of Needles
817 Third Street
Needles, CA 92363

AND WHEN RECORDED MAIL TO:

City of Needles
817 Third Street
Needles, CA 92363

No fee per Govt. Code § 27383

~ SPACE ABOVE FOR RECORDER'S USE ONLY ~

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

The undersigned is OWNER or AGENT OF THE OWNER of the interest or estate stated below in the property hereinafter described.

The full NAME of the OWNER is CITY OF NEEDLES

The ADDRESS of the OWNER is 817 THIRD STREET, NEEDLES, CA 92363

The NATURE OF THE INTEREST or estate of the undersigned is In FEE

Street Address / APN (if applicable) VARIOUS LOCATIONS

The full name(s) and address(es) of all persons, if any, who hold such interest or estate with the undersigned as joint tenants or as tenants in common are:

Contractor's Name

Contractor's Address:

Phillips Excavating, Inc.

805 E. Broadway Ave

The property on which said work of improvement was completed is in the City of **Needles**, County of **San Bernardino**, State of **California**, and was approved by the Needles City Council by minute action at the 10/24/2023 meeting and is DESCRIBED AS FOLLOWS:

Improvement on the property hereinafter described and COMPLETED on 09/30/2023
Improvements described as

Installation of approximately 1,822 Smart meters through out City of Needles Water service area.

I, Patrick Martinez am the City Manager
(Name of below signor) (Owner, President, Authorized Agent, Partner, etc.)

the declarant of the foregoing Notice of Completion. I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: 10/25/2023

Signature: _____

Patrick Martinez, City Manager, City of Needles