
CITY OF PORT LAVACA

COUNCIL MEETING: OCTOBER 12TH, 2026

DATE: 09.25.2026

TO: JODY WEAVER, CITY MANAGER 

CC: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: KATERYNA THOMAS, GRANTS & CIP COORDINATOR
WAYNE SHAFFER, DIRECTOR OF PUBLIC WORKS

SUBJECT: CONSIDER APPROVING A CHANGE ORDER NO. 2 FOR SEWER LINE REPLACEMENT
ALONG LA SALLE AND TRINITY STREETS UNDER CDBG GRANT AGREEMENT NO.
CDV23-0209

Background:

The City of Port Lavaca was awarded a Texas Department of Agriculture (TDA) grant in the amount of \$500,000 to improve the City's infrastructure through the Sewer Line Improvements along La Salle and Trinity Streets project. The project's construction cost was originally estimated at \$484,600.00 by the project engineer. The City received construction bids that were lower than the engineer's original estimate, resulting in construction costs below the anticipated project budget. However, during construction, we determined that additional sanitary sewer upgrades were needed to complete the project, address field conditions, and ensure a complete wastewater collection system. These updates include additional sewer mains, service connections, manholes, and related components needed to complete the infrastructure and align with the project's initial goals. The Engineer has reviewed the proposed quantities and unit costs and confirmed they are reasonable, essential, and aligned with market prices.

Approval of Change Order No. 2 in the amount of \$87,469.00 will allow the City to utilize the remaining \$59,851.00 in available grant funds, thereby avoiding potential penalties associated with leaving grant funds unexpended. The remaining \$27,618.00 required for Change Order No. 2 will be funded from available Public Utility Fund construction funds.

In addition, staff is requesting that City Council authorize the expenditure of up to an additional \$10,000.00 from Public Utility Fund construction funds to address any unforeseen conditions or circumstances associated with this additional scope of work that may require a subsequent change order.

This authorization would allow the project to proceed without unnecessary delay should minor unforeseen work arise, while limiting the City's additional financial commitment to no more than \$10,000.00 without further Council approval

The proposed changes do not alter the fundamental purpose of the project, the approved service area, or the beneficiary population and remain consistent with the approved project scope and TxCDBG program objectives.

Financial Consideration:

This Change Order No.2 will be funded partially with grant funds, with the remaining City match in an amount not exceeding \$37,618.00 funded through the Utility Construction Fund.

Recommendation:

Staff recommends that City Council approve Change Order No. 2 of \$87,469.00 for additional sanitary sewer improvements under CDBG Contract No. CDV23-0209, utilizing the remaining grant funds of \$59,851.00, the Public Utility fund of \$27,618.00, and authorize up to \$10,000.00 in additional Public Utility fund to address unforeseen charges that would require a change order.

Attachments:

Change Order No.2
Plans



Construction Contract Change Order

A505Grant Recipient: City of Port LavacaSelect: ☒ City ☐ CountyContract No.: CDV23-0209Change Order No.: 2Region: GCRPC

Contractor:

Lester Contracting, Inc.
Mr. Ken Lester, Jr., President
P.O. Box 986
Port Lavaca, TX 77979

Engineer:

Urban Engineering
Mr. Matt A. Glaze, P.E., Vice President
2004 N. Commerce Street
Victoria, TX 77901

Select Change Order Type(s): ☒ Change to Existing Line Items ☒ New Items Requested ☒ Change in Contract Duration

Grant recipient is requesting Texas Department of Agriculture review to determine eligibility of change order expenses.

Changes to Existing Line Items (Items from original bid or added in previous change order ONLY)

Bid Item #	Item Description	Original Qty.	Proposed Qty.	UOM	Unit Price	Δ Qty.	Change in Contract Price	+
10	SS Svc Sgl Res(4")(Short)	10	14	EA	\$1,385.00	4	\$5,540.00	-
11	SS Svc Sgl Res(4")(Long)	9	11	EA	\$1,695.00	2	\$3,390.00	-
12	SS Svc Sgl Comm(6")(Short)	2	3	EA	\$1,850.00	1	\$1,850.00	-
13	SS Svc Sgl Comm(6")(Long)	3	4	EA	\$2,500.00	1	\$2,500.00	-
20	SS Main(8")(0'-5' Cut)(Asphalt)	756	798	LF	\$84.50	42	\$3,549.00	-
24	SS Svc Sgl Comm(6")(Short)	1	2	EA	\$1,615.00	1	\$1,615.00	-
Contract Change Sub-Total:							\$18,444.00	

New Items Requested (Items WITHOUT a unit price in the original bid)

Provide explanation below (attach separate documentation as appropriate). The Grant Recipient must demonstrate competitive pricing for new items.

Needed for project completion. Engineer has determined that the prices of the new items are reasonable and within competitive pricing for the additional work.

Bid Item #	Item Description	Original Qty.	Proposed Qty.	UOM	Unit Price	Δ Qty.	Change in Contract Price	+
30	12" SS to MH@LaSalle&Leona St		14	LF	\$125.00	14	\$1,750.00	-
31	SS Main(8")(0'-5' Cut)(Asphalt)	0	376	LF	\$98.00	376	\$36,848.00	-
32	SS Manhole(Fiberglass)(5'-10')	0	2	EA	\$7,025.00	2	\$14,050.00	-
33	SS Svc Sgl Res(4")(Short)	0	4	EA	\$1,385.00	4	\$5,540.00	-
34	SS Svc Sgl Res(4")(Long)	0	3	EA	\$1,595.00	3	\$4,785.00	-
35	Loc&Con SS Main to MH(8")	0	2	EA	\$1,150.00	2	\$2,300.00	-
36	Remove&Dispose Concrete Struc	0	2	EA	\$560.00	2	\$1,120.00	-
37	Remove&Dispose SS Main	0	376	LF	\$2.00	376	\$752.00	-
38	Trench Protection (>5'Cut)	0	376	LF	\$5.00	376	\$1,880.00	-
Contract New Item Sub-Total:							\$69,025.00	

Change in Contract Duration

Provide explanation below (attach separate documentation as necessary).

Addition of 90 calendar days to contract as requested by Owner.

Original Contract End Date:

6/28/2026Grant Recipient: City of Port LavacaContract No.: CDV23-0209Change Order No.: 2

This form required as of September 1, 2020.

All previous versions no longer valid.

Net change of previous Change Orders (days):

Increase/Decrease of this Change Order (days):

Change Order Contract End Date

Justification for Change

	Increase	Decrease	No Change
1. Effect of this change on scope of work:	☒	☐	☐
2. Effect on operation and maintenance costs:	☒	☐	☐
	Yes	No	Not Applicable
3. Will this Change Order change the number of beneficiaries or TxCDBG contract Performance Statement Exhibit A?	☐	☐	☒
4. Has this change created new circumstances or environmental conditions which may affect the project's impact, such as concealed or unexpected conditions discovered during actual construction?	☐	☐	☒
5. Is the TCEQ clearance still valid?	☒	☐	☐
6. Are other TxCDBG contractual special condition clearances still valid?	☒	☐	☐
7. If new items are included that were not included in the competitive bid, have the prices been determined to be reasonable?	☒	☐	☐

Change Order Summary

Original Contract Price:	\$424,749.00	Original Contract End Date:	6/28/2026
Net Previous Change Order(s):	\$0.00	Net change of previous Change Orders (days):	90
This Net Change Order:	\$87,469.00	Increase/Decrease of this Change Order (days):	90
New Contract Price:	\$512,218.00	Change Order Contract End Date	12/25/2026
Cumulative % Change:	20.593%		

NOTE: Change orders for an increase of more than 25% will be rejected. The State of Texas considers a change in the construction contract price of greater than 25% to be non-competitive, as other potential bidders did not have the opportunity to bid on the true scope of the project during the procurement process. Grant Recipient must rebid project in the event of an increase greater than 25%.

Grant Recipient Approval (REQUIRED)

This change order is greater than \$50,000, by signing, the above signature represents evidence that approval from the governing body has been obtained by the City. See Local Govt. C., §252.048 [city] or §262.031 [county].

Authorized Signature	Date

JoAnna P. "Jody" Weaver, P.E., City Manager & City Engineer

Authorized Signatory's Name and Title

Engineer's Recommendation

Engineer's Signature	Date

Matt A. Glaze, P.E., Vice President

Engineer's Name

Contractor's Authorization

Contractor's Signature	Date

Ken Lester, Jr., President

Contractor's Name and Title

To receive an email copy of the TDA response, provide contact information below

Name	Email	+
		-

For TDA office use only

This Net Change Order:	\$87,469.00	Increase/decrease of this Change Order (days):	90
Net Change Order Approved:		Increase/decrease of this Change Order Approved:	
Approved Contract Amount:		Approved Contract Time:	

Notes:

Contract Specialist Signature	Date

Director Signature (optional)	Date



KEYED NOTES & LEGEND		
SANITARY SEWER UTILITY		
KEY #	SYMBOL	NOTE
1		SANITARY SEWER MANHOLE IN ACCORDANCE WITH THE STANDARD DETAILS, DEPTH, TOP OF RIM, & FLOWLINE AS INDICATED ON PLAN.
2		LOCATE & CONNECT EXISTING SANITARY SEWER MAIN TO PROPOSED MANHOLE IN ACCORDANCE WITH THE STANDARD DETAILS, FLOWLINE AS INDICATED ON PLAN.
3		SINGLE RESIDENTIAL SANITARY SEWER SERVICE IN ACCORDANCE WITH THE STANDARD DETAILS (INCLUDES REMOVAL & DISPOSAL OF EXISTING SERVICE).
4		SINGLE COMMERCIAL SANITARY SEWER SERVICE IN ACCORDANCE WITH THE STANDARD DETAILS (INCLUDES REMOVAL & DISPOSAL OF EXISTING SERVICE).
5		CRITICAL LOCATE, CONTRACTOR SHALL LOCATE END OF EXISTING SANITARY SEWER MAIN & VERIFY DEPTH PRIOR TO CONSTRUCTION. CONTRACTOR SHALL VERIFY THAT PROPOSED DEPTHS ARE SUFFICIENT TO PROVIDE SERVICE. CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY ISSUES OR DISCREPANCIES.
KEYED NOTES & LEGEND		
DEMOLITION		
KEY #	SYMBOL	NOTE
A		EXISTING CONCRETE STRUCTURE TO BE REMOVED AND DISPOSED OF BY CONTRACTOR.
B		EXISTING SANITARY SEWER MAIN TO BE REMOVED AND DISPOSED OF BY CONTRACTOR.

ISSUE	
☐	PRELIMINARY
☐	REVIEW
☐	PERMITTING
☒	BIDDING
☐	CONSTRUCTION
REVISIONS	

URBAN engineering

2004 N. Commerce, Victoria, Texas 77901 - 361.575.9836
urban@urban.com - TREF# F-150

PROJECT
CITY OF
PORT LAVACA
- SANITARY
SEWER
IMPROVEMENTS

TxCDBG
CONTRACT
NO.
CDV23-0209

TITLE
P&P - COLORADO
STREET

STA 0+00 to
4+00

DATE 11/26/23
JOB NUMBER E25541.00

SHEET
C6.0
PAGE 13 of 13

**PLAN & PROFILE - TRINITY STREET
STA 0+00 to 4+00**

