
TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Change Orders – City Hall / Fire Station Project
DATE: September 16, 2024

The following change orders have been submitted for approval for the appropriate contract:

Project 4020-10 Material and 4020 Labor

PCO #018 and #020 are changes made to adjust the snow melt loop adding an expansion tank and relief valves to add pressure safety to the equipment. This is an item that was realized by engineers that the system was lacking the safety measures. This was not in the original bid and is required to operate the system.

PCO #019 and 021 are changes to the SCBA units and the laundry dryer vent exhausts. Original bids did not include this as it was added to the owner responsibility with the appliances. This was added to the sub-contractor on site to complete this work.

PCO was continued on September 3rd for question regarding the contract and responsibility. The following was identified:

1. This is a matter related to the Brunton Contract
2. Contract holds a section that identifies the following:
 - a. 3.1.1 The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.
3. The snow loop issue is an issue of an omission which was not on drawings. If it had been in the drawings the City would have been paying these costs in the original contract price. This is not an error in which they incorrectly drew an item that was bid incorrectly.
4. The Architect, has provided time without charge to the City to work with Stahl and the subcontractor providing drawing and engineering teams hours. There is no additional cost to the City for these hours.
5. This omission is a value add to the project and the city responsibility because the City receives the betterment of the additional safety requirements which puts it in compliance with code.

Change to project \$20,825.40

Total change orders to date: \$106,042.96

ACTION TO BE CONSIDERED:

Council to review and approve the change orders as presented authorizing City Administrator to execute PCO/PCCO documents.

Attachments:

PCO#018 (Material) Snow Melt Loop	\$3,789.52
PCO#020 (Labor) Snow Melt Loop	\$15,576.75
PCO#019 (Material) SCBA Dryer Exhaust	\$725.18
PCO #021 (Labor) SCBA Dryer Exhaust	\$733.95