



COUNCIL AGENDA ITEM COVER SHEET

Meeting Type: Council - Regular

Meeting Date: October 2, 2025

Agenda Item Type: New Business

Staff Contact: Phillip Trocquet, Asst. Town Mgr.

STAFF REPORT

AGENDA ITEM:

Consideration to approve Change Order Request 1 for PW-2024-30, Shamrock Park Pavilion Project regarding the contracted time of substantial completion.

BACKGROUND:

The Shamrock Park Pavilion Project (PW-2024-30) has been progressing on construction since April/May. The contractor team has experienced a number of extended delays beyond their control that has begun to eat into the expected substantial completion date noted in our contract of October 1st. Namely, heavier than anticipated rains in June/July during earthwork phases of the project as well as more recent delays associated with a 3rd party vendor in charge of fabricating, pressure-treating, and delivering the wooden timbers associated with the roofing system of the structure. Repeated communication and pressure on this vendor has not yielded timely results regarding delivery of their materials based on the original project schedule.

As a result, staff has requested Southtree prepare a change order to adjust the Contract Time of Substantial completion terms from October 1st, 2025 to October 30th, 2025. Southtree has confirmed with staff that they are confident in this time extension amount to complete the project. No additional cost associated with this time delay is to come to the Town.

FUNDING:

2023 SPLOST – No additional funding requested

STAFF RECOMMENDATION:

Staff Recommends Approval of Change Order 1 for Project PW-2024-30

ATTACHMENTS:

Change Order Request

PREVIOUS DISCUSSIONS: