



**CITY OF FLAGSTAFF
CONTRACT SUPPLEMENTARY JUSTIFICATION**

- CONTRACT ALLOWANCE
 ADMINISTRATIVE CHANGE ORDER

PROJECT NO. GG3278 **PROJECT NAME** City Municipal Court Facility
FILE NO. 03-18007 **PROJECT MANAGER** Christine Cameron
CONTRACTOR / CONSULTANT Aspen Communications, LLC

PROJECT DESCRIPTION

The City Municipal Court Facility is a new 40,000 SF building located at 101 West Cherry. It will provide improved facilities for the Municipal Court and City Prosecutor's operations, including court rooms, hearing rooms, in-custody holding, and customer service areas. For essential function of the operations, fiber optic communications cabling needs to be installed from City Hall to the new facility.

JUSTIFICATION FOR USE & AMOUNT

Contract Allowance Amount	<u>\$ 0</u>	Administrative Change Order Amount	<u>\$9,386.00 (10%)</u>
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Justification
Request is to provide a change order authority to accommodate unanticipated and/or unforeseen issues and for quantity adjustments. Plan quantities are considered accurate but final quantities are measured during construction. The contractor must be compensated for actual quantities of work (MAG 102.3). Quantities often change because of unknown and/or necessary field changes. Without a change order authority, project work may need to be suspended until an agenda item can be brought before Council for consideration and approval. This authority that is granted to the City's Change Order Committee and the City Manager will provide needed flexibility in delivery of improvements, minimizing negative impacts to the community during construction. Any unused fund allocation is returned to the program fund.

COST / BUDGET / FUNDING SOURCE ANALYSIS

Contract Allowance Amount	<u>\$ 0</u>	Administrative Change Order Amount	<u>\$9,386.00 (10%)</u>
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Justification
Change Order Amount is 10% of the \$93,866.00 fee proposal from Aspen Communications LLC. Adequate funding is currently budgeted in the amount of \$17,242,427 for FY 2019-2020 and is anticipated to be budgeted in the amount of \$2,243,963 for FY 2020-2021. Project funding is in the Capital Project Fund, Account Number 408-09-426-3278-1. The budget accommodates design, construction, permitting, testing and inspection, and internal costs.

APPROVALS

Project Manager	<u></u>	<u>Christine Cameron</u>	<u>3.24.2020</u>
Program Manager	<u></u>	<u>Bret C. Petersen</u>	<u>3/24/20</u>
Section Head	<u></u>	<u>Richard A. Barrett</u>	<u>3/24/20</u>
Division Head	<u></u>	<u>Daniel Folke</u>	<u>3/25/2020</u>
	Signature		Date