

# CITY OF FLAGSTAFF



- CONFIRMING CHANGE ORDER NO.
- CONSULTING CONTRACT CHANGE ORDER NO.     X
- CONSTRUCTION CONTRACT CHANGE ORDER NO.
- CONTRACT ALLOWANCE UPDATE NO.

PROJECT NO. N/A PROJECT NAME: Minimum Wage Impact Study  
 FILE NO. 2020-16 PROJECT MANAGER: Greg Clifton  
 TO: Rounds Consulting Group, Inc.

You are hereby directed to make the herein described changes from the plans and/or specifications or perform the following described work not included in the plans and/or specifications of this contract. Description of work to be done:

This change order is requested to add Seidman Research Institute of Arizona State University as a sub-consultant to this contract in the amount of \$15,000.00, and to reduce the contract duration by 875 calendar days with a completion date of May 21, 2020.

Change Order originated by:  CITY OF FLAGSTAFF  CONTRACTOR  CONSULTANT  OTHER:           

Project Manager	_____	Approval Recommended	_____
	Date		
Department Head	_____	Approval Recommended	_____
	Date		
Water Services	<u>1/2/20</u>	Approval Recommended	
	Date		
Public Works	_____	Approval Recommended	_____
	Date		
Community Development	<u>1/2/20</u>	Approval Recommended	
	Date		
City Attorney	<u>1/2/20</u>	Approval Recommended	
	Date		
Purchasing (Chair)	<u>1/2/20</u>	Approval Recommended	
	Date		
City Manager	_____	Approval Recommended	_____
	Date		

		END DATES		
ORIGINAL CONTRACT PERIOD	<u>1095</u> Days	<u>(10/14/22)</u>	ORIGINAL CONTRACT	\$ <u>48,000.00</u>
PRIOR TIME CHANGES	<u>0</u> Days	<u>(10/14/22)</u>	TOTAL PRIOR VALUE CHANGES	\$ <u>0.00</u>
THIS TIME CHANGE	<u>-875</u> Days	<u>(05/21/2020)</u>	VALUE OF THIS CHANGE	\$ <u>15,000.00</u>
NEW CONTRACT PERIOD	<u>220</u> Days	<u>(05/21/2020)</u>	NEW CONTRACT	\$ <u>63,000.00</u>

We, the undersigned consultant, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may otherwise be noted above and perform all services necessary for the work above specified and will accept as full payment therefore the prices and time extensions shown above.

FIRM NAME: Rounds Consulting Group, Inc.

Accepted Date: 1/2/20 By: 

**CITY OF FLAGSTAFF**



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**JUSTIFICATION:**

After following the established rules and regulations of public procurement, the City contracted with Rounds Consulting Group, Inc. (hereby "Rounds") to conduct a minimum wage impact study. Throughout the contract, Rounds has used subconsultant, Mode Public Affairs, LLC (hereby "Mode") to aid in public outreach and development of policy recommendations. Following the Council discussion on the study at the December 17, 2019, Council meeting, staff sought an additional organization to participate in the analysis of the minimum wage impact study. The Seidman Research Institute of Arizona State University (hereby "Seidman") was asked to perform this analysis, after consultation with all parties, agreed to join the study. Staff now seeks a Change Order to the professional services contract to allow Seidman to subcontract with Rounds. Seidman will join Rounds and Mode as one of the authors of the study's final report and provide recommendations. It is noted that Rounds has a working relationship with both Seidman and the Morrison Institute for Public Policy – another potential consultant that was referenced during the December 17th meeting.

**TIME ANALYSIS:**

Due to the addition of this subcontractor, there is a need to revise the timeline for completion. A PowerPoint presentation on the progress of the study and its preliminary findings will be presented to Council on February 11th, 2020. A final report is scheduled to be received no later than February 21st, 2020. After the final report is received, the City will have 90 days to accept the document, reducing the term of the professional services contract to a total of 220 days or until May 21, 2020.

**COST ANALYSIS:**

The minimum wage impact study was initially budgeted for \$50,000 within BBB-Economic Development funds in FY20 (account number 052-07-213-0830-4-4290) and the final contract amount with Rounds was \$48,000. Rounds received a quote from Seidman for \$20,000 to perform work on the study as a subcontractor and co-author. Rounds has indicated that the firm will reallocate \$5,000 of its original budget to Seidman, resulting in a \$15,000 increase to the cost of the professional services contract. To meet the additional funding demands represented by this Change Order, \$5,000 will be taken from the FY20 budgets of the Office of Labor Standards (account numbers 001-01-011-0017-1-4191 and 001-01-011-0017-1-4271), \$5,500 from Non-Departmental (Miscellaneous Studies) (account number 001-09-402-1314-1-4206) and the remaining \$4500 will be taken from BBB-Economic Development funds (account number 052-07-213-0830-4-4290).

**CITY OF FLAGSTAFF**

**PROJECT STATUS FORM**

PROJECT NAME: Minimum Wage Impact Study

- Design
- Construction
- Other

PROJECT NO. N/A

FILE NO. 2020-16

ACCT. NO. 052-07-213-0830-4-4290

100%

**PROPOSED CONTRACT TOTAL**

*(Includes Original Contract Amount & All Change Orders)*

\$63,000

COUNCIL APPROVAL: N/A

ORIGINAL CONTRACT AMOUNT: \$48,000

PROJECT BUDGET \$50,000.00

FY: 20

PROJECT BUDGET

FY:

NOTICE TO PROCEED: 10/14/2019

ORIGINAL CONTRACT PERIOD (calendar days): 1095

ORIGINAL COMPLETION DATE: 10/14/2022

ORIGINAL CONTRACT ALLOWANCE: \$

CONSULTANT: Rounds Consulting Group, Inc.

LOCATION:

CITY PROJECT MANAGER: Greg Clifton

Change Orders	C.O. Amount/ Allowance Amt	C.O. Days	Council Date	REASON FOR CHANGE
Revision Date	New Total	New Total	New Comp. Date	
1	\$15,000	875	1/7/2020	Council Request
12/17/2019	\$63,000.00	220	05/21/2020	
2				
3				
4				
5				
6				
FINAL PAYMENT				

COMMENTS: The allocations shown above are inclusive of all Change Orders shown.

Purchase Order Number: 20-001010	Line Number: 1	Amount: \$48,000
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