



**CITY OF FLAGSTAFF
CONTRACT SUPPLEMENTARY JUSTIFICATION**

- CONTRACT ALLOWANCE**
- ADMINISTRATIVE CHANGE ORDER**

PROJECT NO. BB 3389 **PROJECT NAME** Main Library ADA Entrance

FILE NO. 03-19005 **PROJECT MANAGER** Jeremy DeGeyter

CONTRACTOR / CONSULTANT xxxxxx

PROJECT DESCRIPTION

The Main Library ADA Entrance project generally includes installation of new asphalt, curb and gutter, and sidewalks; installation of new concrete plaza, pathways, and stairs with integral color and architectural finishes; design and installation of hydronic heating in selected concrete pathways; installation of "FUTS-Style" railings and fall protection railings; installation of railing and ground mounted art pieces; installation of project lighting and electrical components; installation of conduit and pull boxes for ITS Fiber and future APS charging stations, and installation of landscaping, irrigation and installation of site furnishings.. (Vicinity Map Attached)

JUSTIFICATION FOR USE & AMOUNT

Contract Allowance Amount	<u>\$ xxxxxxx (7.5%)</u>	Administrative Change Order Amount	<u>\$xxxxxx (10%)</u>
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Justification
Request is to provide an allowance 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 an allowance, project work may need to be suspended until an agenda item can be brought before Council for consideration and approval. An allowance will provide needed flexibility in delivery of improvements, minimizing negative impacts to the community during construction. Any additional quantities needed do become an asset of the City and any unused fund allocation is returned to the program fund.

COST / BUDGET / FUNDING SOURCE ANALYSIS

Contract Allowance Amount	<u>\$ xxxxxx (7.5%)</u>	Administrative Change Order Amount	<u>\$xxxxxxx (10%)</u>
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Justification
Allowance request is 7.5% and Change Order Amount is 10% of the \$xxxxxx low bid from xxxxxxx. Adequate funding is in the FY 22 and FY 23 authorized budgets of \$987,000. Funding is Library Funds (\$300,000), BBB Funds-Beautification (\$687,000) with up to an additional \$395,000 in BBB Funds-Future Projects funding available. The budget accommodates design, construction estimated cost, permitting, testing and inspection, chip seal fund payment, soft costs, Capital Improvements project management costs.

APPROVALS

Project Manager	<u>Jeremy DeGeyter</u>	<u>6/28/2022</u>
Section Head	<u>Trevor Henry</u>	<u></u>
Division Head	<u>Jeff Bauman</u>	<u></u>
	Signature	Date