



**CITY OF FLAGSTAFF
CONTRACT SUPPLEMENTARY JUSTIFICATION**

- CONTRACT ALLOWANCE**
- ADMINISTRATIVE CHANGE ORDER**

PROJECT NO.	<u>BB 3351</u>	PROJECT NAME	<u>Rt 66 & Fanning S. Edge Landscaping</u>
FILE NO.	<u>03-20006</u>	PROJECT MANAGER	<u>Erin McAnally-Trejo</u>
CONTRACTOR / CONSULTANT	<u>Morning Dew Landscaping, Inc.</u>		

PROJECT DESCRIPTION

The Route 66 and Fanning S. Edge Landscaping project generally includes installation of new landscaping elements consisting of native trees, shrubs, and grasses; installation of "FUTS-Style" fencing with U.S. Route 66 signs; installation of berms and basalt boulders to provide screening and increase aesthetics; and installation of reclaimed waterlines for irrigation. The project will enhance the existing landscape to draw attention to the street frontage and block the view of the industrial area to the south. The project was designed to incorporate themes from the Route 66 Park located to the northeast of the site.

JUSTIFICATION FOR USE & AMOUNT

Contract Allowance Amount	<u>\$ 19,845.30 (10%)</u>	Administrative Change Order Amount	<u>\$ 24,121.20 (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>\$ 19,845.30 (10%)</u>	Administrative Change Order Amount	<u>\$ 24,121.20 (10%)</u>
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Justification
Allowance request is 10% of the Engineer's Cost Estimate and Change Order Amount is 10% of the \$241,212.00 low bid from Morning Dew Landscaping, Inc. Adequate funding is in the FY 23 authorized budgets of \$223,900. Funding is BBB Funds-Beautification with up to an additional \$75,000 in BBB Funds- Future Projects funding available. The budget accommodates design, construction estimated costs, permitting, testing and inspection, soft costs, and Capital Improvements project management costs.

APPROVALS

Project Manager	<u>Erin McAnally-Trejo</u>	<u>03/07/2023</u>
Section Head	<u> Trevor Henry</u>	<u>3/8/2023</u>
Division Head	<u>Paul Mood</u>	<u>03/08/2023</u>
	Signature	Date