



CITY OF FLAGSTAFF  
**CONTRACT SUPPLEMENTARY JUSTIFICATION**

- CONTRACT ALLOWANCE  
 ADMINISTRATIVE CHANGE ORDER

**PROJECT NO.** WA 3374 **PROJECT NAME** Soliere Water Transmission Main  
**FILE NO.** 03-22001 **PROJECT MANAGER** Mac McNamara  
**CONTRACTOR / CONSULTANT** Hylan-West, Inc.

**PROJECT DESCRIPTION**

The Project generally consists of installing 5,265 linear feet of 12" PCV for one new water transmission main, that will provide the needed secondary water source for new developments on Butler Ave. Installation will start from the intersection of Elk Run St. and Soliere Ave. St, and running west to the intersection of 4<sup>th</sup> St. and Soliere Ave.

**JUSTIFICATION FOR USE & AMOUNT**

<b>Contract Allowance Amount</b>	<u>\$ 85,617.11 (5% of Eng. Estimate)</u>	<b>Administrative Change Order Amount</b>	<u>\$ 290,091.30 (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**

<b>Contract Allowance Amount</b>	<u>\$ 85,617.11 (5%)</u>	<b>Administrative Change Order Amount</b>	<u>\$ 290,091.30(10%)</u>
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**Justification**

Allowance request is 5% of the Engineer's Cost Estimate of \$1,712,342.10 from Turner Engineering, Inc. and Change Order Amount is 10% of the \$2,900,913.00 amount from Hylan-West. Adequate funding is in the FY23 and FY24 authorized budget total of \$3,406,176.00. The budget accommodates design, construction estimated costs, permitting, testing and inspection, soft costs, and Capital Improvements project management costs.

**APPROVALS**

<b>Project Manager</b>	<u>Mac McNamara</u>	<u>4/11/2023</u>
<b>Section Head</b>	<u></u> Trevor Henry	<u>4/14/23</u>
<b>Division Head</b>	<u>Paul Mood</u>	<u>4/14/2023</u>
	Signature	Date