



CITY OF FLAGSTAFF
CONTRACT SUPPLEMENTARY JUSTIFICATION

CONTRACT ALLOWANCE

ADMINISTRATIVE CHANGE ORDER

PROJECT NO.	<u>ST3023</u>	PROJECT NAME	<u>Switzer Canyon FUTS</u>
FILE NO.	<u>03-16013</u>	PROJECT MANAGER	<u>Alec Latino</u>
CONTRACTOR / CONSULTANT	<u>B4 Enterprises Inc</u>		

PROJECT DESCRIPTION

The Switzer Canyon Trail is a planned Flagstaff Urban Trails System (FUTS), approximately 0.8 miles in length, 10 feet in width, which will connect the downtown area to the Switzer Ridge neighborhood with a feeder trail coming from the Cherry Hill neighborhood. This multi-use, non-motorized, aggregate mix and concrete trail will allow users the opportunity to commute from the downtown area to McMillin Mesa/Bufalo Park without leaving the FUTS. This project also includes multiple storm water crossings along the trail.

JUSTIFICATION FOR USE & AMOUNT

Contract Allowance Amount	<u>\$146,081.41 (5% of Lowest Bid)</u>	Administrative Change Order Amount	<u>\$146,081.41 (5% of Lowest Bid)</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>\$146,081.41 (5% of Lowest Bid)</u>	Administrative Change Order Amount	<u>\$146,081.41 (5% of Lowest Bid)</u>
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Justification

Allowance request is 5% of the lowest bid of \$2,921,628.25 from B4 Enterprises Inc and Change Order Amount is 5% of the \$2,921,628.25 bid amount from B4 Enterprises Inc. Adequate funding is pending approval of the FY26 authorized budget total \$3,772,152.00. The budget accommodates design, construction estimated costs, permitting, testing and inspections, soft costs, of Capital Improvements project management costs.

Project Manager	<u><i>Alec Latino</i></u>	<u>6/13/25</u>
Section Head	<u><i>Tran Hung</i></u>	<u>6/13/25</u>
Division Head	<u><i>Paul Wood</i></u>	<u>6/13/25</u>
	Signature	Date