



CITY OF FLAGSTAFF

- CONFIRMING CHANGE ORDER NO.
- DESIGN CONTRACT CHANGE ORDER NO.
- CONSTRUCTION CONTRACT CHANGE ORDER NO.
- CONTRACT ALLOWANCE UPDATE NO.

2 _____

PROJECT NO. WS3592 **PROJECT NAME:** Downtown Lateral - Santa Fe Ave

FILE NO. 03-24005 **PROJECT MANAGER:** Geneva Lanzetta

FIRM NAME: Ardurra Group, Inc.

Purchase Order Number: 25-001394		Line Number: 1		Current Amount \$ 99,652.79
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Change Order originated by: **CITY OF FLAGSTAFF** **CONTRACTOR** **DESIGN FIRM** **OTHER:** _____

DETAILED DESCRIPTION:

Continued coordination with the Downtown Mile Safety and Connectivity Suite of Projects (DTM) has determined that one of the new utility connections will need to be separated from the two phases of work previously identified such that construction of the Downtown Lateral and DTM projects can be coordinated effectively.

Also included in the change order is design work to address City comments regarding the constructibility of the new potable water line, and survey of two curb ramps that were previously not included as part of the improvements.

Please see the attached change order request proposal from Ardurra Group, Inc. dated June 1, 2026 for additional information.

JUSTIFICATION:

The initial contract with Ardurra Group, Inc. was approved as an on-call on September 30, 2024. In order to complete the full design, we request that this change order be considered and approved for the added scope and work. The City has executed an agreement with the U.S. Army Corps of Engineers to receive reimbursements through the EI 595 program.

TIME ANALYSIS:

There is no additional time requested as part of this change order.

COST ANALYSIS:

Reference attached documentation for scope of services and fee proposals from Ardurra Group, Inc. for the additional work on the Downtown Lateral Project, dated June 1, 2026.

Change Order #2 will be funded by Stormwater Fee, account #206-08-385-3592-0-4421, FY26 budget \$3,531,984.00.

CITY OF FLAGSTAFF		PROJECT STATUS FORM		
PROJECT NAME: Downtown Lateral - Santa Fe Ave		<input checked="" type="checkbox"/> Design <input type="checkbox"/> Construction <input type="checkbox"/> Other		
PROJECT NO. <u>WS3592</u>		FILE NO. <u>03-24005</u>		
ACCT. NO. <u>206-08-385-3592-0</u>	<u>100.00</u> %	GRANT FUNDED? NO <input type="checkbox"/> YES <input checked="" type="checkbox"/>	% OF GRANT FUNDING - <u>90%</u>	
ACCT. NO. _____	_____ %	IF YES, WHAT IS GRANT NAME: <u>USACE EI 595</u>		
ACCT. NO. _____	_____ %	GRANT ACCOUNT NUMBER: <u>206-08-385-3592-0-3271</u>		
COUNCIL APPROVAL DATE: <u>07/05/2022</u>		ORIGINAL CONTRACT AMOUNT: <u>\$ 61,720.00</u>		
PROJECT BUDGET (FY <u>26</u>) \$ <u>3,531,984.00</u>		PROJECT BUDGET (FY <u>27</u>) \$ <u>0.00</u>		
NOTICE TO PROCEED DATE: <u>09/30/2024</u>		ORIGINAL CONTRACT PERIOD (calendar days): <u>793</u>		
ORIGINAL COMPLETION DATE: <u>12/02/2026</u>		ORIGINAL CONTRACT ALLOWANCE: \$ <u>0.00</u>		
DESIGN FIRM: <u>Ardurra Group, Inc.</u>				
Change Orders	C.O. Amount	C.O. Days	Start Date	REASON FOR CHANGE
Revision Date	New Total	New Total	New Comp. Date	
1	\$ 37,932.79	0	09/30/2024	Separated design into two separate phases in coordination with Downtown Mile project. Potholing and cultural/environmental study required.
03/28/2025	\$ 99,652.79	793	12/02/2026	
2	\$ 24,157.00	0	09/30/2024	Design and survey services for added scope, coordination with DTM project.
06/01/2026	\$ 123,809.79	793	12/02/2026	
3				
4				
5				

COMMENTS: The allocations shown above are inclusive of all Change Orders shown. If there are more than 5 Change Orders, please request a separate form from Purchasing that includes additional spaces. Thank you!

END DATES

ORIGINAL CONTRACT PERIOD	<u>793</u>	Days	(<u>12/02/2026</u>)	ORIGINAL CONTRACT	\$ <u>\$ 61,720.00</u>
PRIOR TIME CHANGES	<u>0</u>	Days	(<u>12/02/2026</u>)	TOTAL PRIOR VALUE CHANGES	\$ <u>\$ 37,932.79</u>
THIS TIME CHANGE	<u>0</u>	Days	(<u>12/02/2026</u>)	VALUE OF THIS CHANGE	\$ <u>\$ 24,157.00</u>
NEW CONTRACT PERIOD	<u>793</u>	Days	(<u>12/02/2026</u>)	NEW CONTRACT	\$ <u>\$ 123,809.79</u>



CITY OF FLAGSTAFF

- CONFIRMING CHANGE ORDER NO.
- DESIGN CONTRACT CHANGE ORDER NO. 2
- CONSTRUCTION CONTRACT CHANGE ORDER NO. _____
- CONTRACT ALLOWANCE UPDATE NO. _____

PROJECT NO. WS3592 **PROJECT NAME:** Downtown Lateral - Santa Fe Ave

FILE NO. 03-24005 **PROJECT MANAGER:** Geneva Lanzetta

SIGNATURES

SUBMITTER

Project Manager 5.26.2026 **Approved Signature** Geneva Lanzetta
Date

Department Head 5/26/2026 **Approved Signature** Paul Mood
Date

COMMITTEE

Water Services 2026-05-29 **Approved Signature** Douglas Slover Jr
Date

Public Works 5-29-2026 **Approved Signature** Paul Mood
Date

City Engineering 06/01/2026 **Approved Signature** Christina A. Kinnear
Date

City Attorney _____ **Approved Signature** Tammy L Ryan
Date

Finance 06/01/2026 **Approved Signature** Patrick Brown
Date

Purchasing (Chair) _____ **Approved Signature** _____
Date

EXECUTIVE

City Manager _____ **Approved Signature** _____
Date

Council Meeting Date (if required) 06/16/2026 **Council Approved?** Yes No

We have given careful consideration to the proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, and perform all services necessary for the work specified.

FIRM NAME: Ardurra Group, Inc. **Signature:** Jacob Robinson

Date: 05/26/2026 **Print Name and Title:** Jacob Robinson, Project Manager



Additional Service Change Order #02

Ms. Geneva Lanzetta
 City of Flagstaff
 211 W. Aspen Avenue
 Flagstaff, AZ 86001 ("Client")

June 1, 2026
 PO# 25-001394
 ARD #04473

RE: Downtown Lateral (03-24005 & WS3595) ("Project")
 Additional Services Change Order #02

Dear Ms. Lanzetta:

Ardurra Group, Inc ("Consultant") has been asked to provide additional services for the design of the project. Please provide an additional Purchase Order for the additional services listed below.

Article A. Background

Downtown Lateral, a stormwater modification project, is on-going between the City of Flagstaff and Ardurra Group, Inc. Additional changes to the intersection of Park St and Santa Fe Ave, City review comments to evaluate changes to water main configurations, and sewer coordination with the downstream design team.

Article B. Scope of Services

These scope services are in addition to the original proposal and executed purchase order.

Item 1. Construction Plans (Lump Sum)

1.1 Construction Plans

This item is an addition to the original proposal scope. Additional City comments had Ardurra reviewing the water plan for constructability and provide additional detail for the curb ramps at the intersection of Santa Fe & Park St. The water changes required modeling efforts to confirm the changes to the system would not impact services. The modeling performed used the City Model with changes to the existing system that mimics the proposed changes. Continuous coordination with the Downtown Mile design team about sanitary sewer plans. The sanitary sewer is to be separated from the Phase II plan set and to be included in the Downtown Mile Sanitary Sewer Plan for submittal to ADEQ. The sanitary sewer permitting is anticipated to be performed by the Downtown Mile Design Team. Consultant will assist the Downtown Mile Design Team with securing the sewer Construction Authorization permit.

Item 5. Survey Services (Lump Sum)

5.1 Topographic Survey

Provide topographic survey of the intersection of Santa Fe Ave & Park St. Encompassing 30' north, 30' east, 50' south, and 30' west from the leg points of curvature. The purpose is to collect the back of curbs, sidewalks, surface utilities, and surface features to aid in curb ramp design.

Article C. Compensation Provisions

The original proposal and purchase order budget is \$61,720.
 This is the first additional services change order, \$37,932.79 previous amount.
 The current additional services change order amount is \$24,157. See Table C.1 for the Budget Breakdown.
 The total combined value is \$123,809.79.

Table C.1—Budget Breakdown for the Additional Service Change Order

Work Task Breakdown	Work Task Cost Amounts	Billing Type
1.1 Construction Plans	\$21,763	LS
5.1 Survey Services	\$2,394	LS
Total Budget	\$24,157	

(LS) = Lump Sum (T&M) = Time and Material



The budget for the Additional Service Change Order was developed from estimates of the level of effort required to perform the proposed services based on Consultant’s experience and engineering judgment, however, in the drawing phase of a project there are many unknowns that may cause additional work to be necessary to complete before the project scope is fully refined. Consultant shall keep City informed of progress so that the budget and/or work effort can be adjusted if found necessary. Consultant is not obligated to incur costs beyond the indicated budget, as may be adjusted, nor is City obligated to pay Consultant beyond these limits.

Assumptions:

In addition to the original proposal.

- n) Phased I and Phase II will not include the sanitary sewer plan sheets. Sanitary sewer plan sheets will be separated and coordinate with the Downtown Mile project. It is anticipated that the Downtown Mile Design Team will prepare a sewer design report and submit the completed Approval to Construct application to ADEQ. Ardurra will assist in the permitting process for the plan sheets prepared by Ardurra. Any assistance with construction or post design services will be an additional service agreement.
- o) Additional evaluations or effort required provided from the City after additional reviews will require an amendment.

Article D. Authorization to Proceed

Authorization for the Consultant to proceed with work specified in the Additional Service Change Order shall proceed upon receipt of approval and may be controlled through optional Work Task Directives if elected by the Client. The Scope of Services specified in Article B consists of Tasks numbered sequentially. It is understood by and between the Consultant and the Client that this Additional Service Change Order in and of itself, does not obligate the Consultant or the City to perform services or pay consideration of any kind; rather this document establishes the basic contractual foundation and parameters of agreement between the Consultant and the City to facilitate and govern the performance of subsequent Tasks by the Consultant.

Article E. Authorized Representative

Client: City of Flagstaff
Print name: Trevor Henry
Title: Capital Improvements Engineer
Address for Owner’s receipt of notices:
221 W Aspen Avenue Flagstaff, Arizona 86001
Telephone: (928) 213-2684

Engineer: Ardurra Group, Inc.
Print name: Jacob Robinson
Title: Project Engineer
Address for Engineer’s receipt of notices:
221 N Marina St Prescott, Arizona 86303
Telephone: (928) 541-0443