



CITY OF FLAGSTAFF

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

02

PROJECT NO. _____ PROJECT NAME: Library Window Replacement - Installation

FILE NO. _____ PROJECT MANAGER: Adam Miele

FIRM NAME: Loven Contracting

Purchase Order Number: 26-005597 | Line Number: _____ | Current Amount \$ 1,258,037.32

Change Order originated by: ☒ CITY OF FLAGSTAFF ☐ CONTRACTOR ☐ DESIGN FIRM ☐ OTHER: _____

DETAILED DESCRIPTION:

The existing exterior beams exhibited distresses due to long term environmental exposure. The requested beam wrap will decrease the potential for continued water intrusion into the building from the elements. The exterior portion of the beams will receive a Grace Ice & Water Shield membrane over existing laminated beams and a 24 gauge pre-finished metal wrap panel to shield the membrane.

JUSTIFICATION:

There was significant water damage found to the existing window casings during the project. This project will provided additional protection to the beams and adjacent new window casings.

TIME ANALYSIS:

No additional time was requested.

COST ANALYSIS:

This addition will greatly reduce future maintenance expenses to the exterior beams throughout the facility.

CITY OF FLAGSTAFF		PROJECT STATUS FORM	
PROJECT NAME: Library Window Replacement - Installation		☐ Design ☒ Construction ☐ Other	
PROJECT NO. _____		FILE NO. _____	
ACCT. NO. <u>030-07-03-0140-5-4435</u> <u>100.00</u> %		GRANT FUNDED? NO ☒ YES ☐ % OF GRANT FUNDING -	
ACCT. NO. _____ %		IF YES, WHAT IS GRANT NAME: _____	
ACCT. NO. _____ %		GRANT ACCOUNT NUMBER: _____	
COUNCIL APPROVAL DATE: N/A		ORIGINAL CONTRACT AMOUNT: \$ <u>1,258,037.32</u>	
PROJECT BUDGET (FY <u>26</u>) \$ 1,258,037.32		PROJECT BUDGET (FY <u>26</u>) \$ 1,258,037.32	
NOTICE TO PROCEED DATE: 03/17/2026		ORIGINAL CONTRACT PERIOD (calendar days): 365	
ORIGINAL COMPLETION DATE: 03/17/2027		ORIGINAL CONTRACT ALLOWANCE: \$ 0.00	
DESIGN FIRM: Loven Contracting			
Change Orders	C.O. Amount	C.O. Days	Start Date
Revision Date	New Total	New Total	New Comp. Date
1	\$ 6,072.27	0	03/17/2026
	\$ 1,264,109.59	365	03/17/2026
Safety. Several fixtures were not flush to the wall and there was no bracing installed in the original construction.			
2	\$ 171,213.36	0	03/17/2026
	\$ 1,435,322.95	365	03/17/2026
Exterior long term beam maintenance.			
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>365</u> Days	(<u>03/17/2027</u>)	ORIGINAL CONTRACT	\$ <u>\$ 1,258,037.32</u>
PRIOR TIME CHANGES	<u>0</u> Days	(<u>03/17/2027</u>)	TOTAL PRIOR VALUE CHANGES	\$ <u>\$ 6,072.27</u>
THIS TIME CHANGE	<u>0</u> Days	(<u>03/17/2027</u>)	VALUE OF THIS CHANGE	\$ <u>\$ 171,213.36</u>
NEW CONTRACT PERIOD	<u>365</u> Days	(<u>03/17/2027</u>)	NEW CONTRACT	\$ <u>\$ 1,435,322.95</u>



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PROJECT NO. _____ **PROJECT NAME:** Library Window Replacement - Installation
FILE NO. _____ **PROJECT MANAGER:** Adam Miele

SIGNATURES

SUBMITTER

Project Manager 08/04/2026 **Approved Signature** 
 Date
Department Head 08/04/2026 **Approved Signature** Heidi Hansen
 Date
Digitally signed by Heidi Hansen
Date: 2026.08.04 15:58:37
-07'00'

COMMITTEE

Water Services 2026-08-19 **Approved Signature** Douglas Slover Jr
 Date
Digitally signed by Douglas Slover Jr
Date: 2026.08.19 10:19:17 -07'00'
Public Works 8-19-2026 **Approved Signature** 
 Date
City Engineering 8/19/2026 **Approved Signature** 
 Date
City Attorney 8-20-2026 **Approved Signature** Kevin Finsel
 Date
Finance 08/20/2026 **Approved Signature** Tammy L Ryan
 Date
Purchasing (Chair) 8/25/26 **Approved Signature** Patrick Brown
 Date

EXECUTIVE

City Manager _____ **Approved Signature** _____
 Date

Council Meeting Date (if required) _____ **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: Loven Contracting **Signature:** 
Date: _____ **Print Name and Title:** Patrick Szoke - Project Manager

CORRESPONDENCE



Correspondence number	4	Date	05/26/2026
Project	COF Library Windows Const	300 W Aspen Ave Flagstaff, AZ 86001	
Project number	25-302-06		
To	Adam Miele		
Cc	Patrick Szoke		
From	Tyler Weidinger		
Topic	Exterior Beam Wrap		

Message

Change Request Proposal



Project: 25-302-06 / COF Library Windows Const
(name and address) 300 W Aspen Ave
Flagstaff, AZ 86001

Change request number: 1004
Description: Beam Wraps

Customer: City Of Flagstaff

Notice to Proceed

Submitted date:
Received date:
Rough order of magnitude: 0.00

Status: Pending
Origination date: 05/26/26

Quotation

Submitted date: 05/26/26
Due date:
Submitted amount: 171,213.36
Requested days delay: 0

Notes

Exterior Beam Wrap

1. Provide and install Grace Ice & Water Shield membrane over existing laminated beams.
2. Provide and install 24ga Prefinished cover at all exterior & exposed beams at interior entrance. All metal wraps to be 30 ft sections. Color to be Rose Wood.

NOTE:

A) Deduct interior beams at entrance: \$29,740.30 plus Sales Tax savings.

B) Included (80) eighty man hours of Superintendent time. In the event materials arrive within current construction schedule and additional scope of work DOES NOT extend beyond 6/26/26 deduct \$9,150.52 in General Conditions cost.

C) Deduct \$11,439.00 plus Sales Tax for 10 ft metal sections.

Revenue Detail

Billing Item	Description	Revenue
010000	GENERAL CONDITIONS	8,240.00
070000	THERMAL AND MOISTURE	137,251.00
960000	INSURANCE	1,607.68
960010	OVERHEAD	8,038.38
960020	CM FEE	6,430.70
990000	SALES TAX	9,645.60
Total Revenue:		171,213.36

Contractor Pricing

Phase Code / Description		Cost Type		Quantity	UM	Amount
01-3104	Senior Superintendent	L	Labor		HR	8,240.00
99-0000	SALES TAX	X	Sales Tax		LS	9,645.60
Contractor Pricing Total:						17,885.60

Subcontractor Pricing

Phase Code / Description		Cost Type		Quantity	UM	Amount
07-6000	Flashing + Sheet Metal	S	Subcontractors		LS	137,251.00
Subcontractor Pricing Total:						137,251.00

Change Request Proposal



Project:
(name and
address)

25-302-06 / COF Library Windows Const
300 W Aspen Ave
Flagstaff, AZ 86001

Change request number:

1004

Description:

Beam Wraps

Customer:

City Of Flagstaff

Total:	155,136.60
Mark-up:	16,076.76
Total Contractor Price for CR 1004	171,213.36

Approvals

Customer: City Of Flagstaff

Name: Amelia Mason

Title: Executive Assistant

Signature: Amelia Mason

Date: 5/28/2026

Contractor: Loven Contracting, Inc.

Name: Tyler Weidinger

Title: SR. Project Manager

Signature: Tyler Weidinger

Date: 05/26/2026