



TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: January 24, 2022

RE: **Approving Change Order No. 1 to Contract No. 21-14 – Park Avenue Safe Shelter, PK Builders**

At its meeting of August 5, 2021, the City Council adopted a motion accepting the bid of PK Builders in the amount of \$621,000 for Contract No. 21-14, Park Avenue Safe Shelter. The motion adopted by the City Council also established a contingency in the amount of \$50,000, bringing the total project cost to \$671,000.

The motion detailed below was prepared at the request of Public Works Project Manager Amanda Robinson, who asked that it be placed before the City Council for consideration at its meeting of February 3, 2022. If adopted, the motion provides for approving Change Order No. 1 to Contract No. 21-14 in the amount of \$36,142 with the addition of 21 days to the contract completion date, bringing the total contract cost to \$657,142. The rationale for the change order is detailed in Ms. Robinson's transmittal memorandum and requires no elaboration on the part of the City Manager's Office. I concur with the Project Manager's recommendation.

The Acting Public Works Director and the Project Manager will attend the City Council meeting of February 3, 2022, in order to address any questions and/or concerns that Councilmembers may have.

A motion has been prepared for City Council consideration.

RECOMMENDATION

It is recommended the City Council adopt the motion approving Change Order No. 1 to Contract No. 21-14, Park Avenue Safe Shelter, between the City and PK Builders in the amount of \$36,142 with the addition of 21 days to the contract completion date, bringing the total contract cost to \$657,142; authorizing funding from the contract contingency; and directing the Acting City Manager to execute the contract change order on behalf of the City Council.

Recommended Motion: I move the City Council approve Change Order No. 1 to Contract No. 21-14, Park Avenue Safe Shelter, between the City and PK Builders in the amount of \$36,142 with the addition of 21 days to the contract completion date, bringing the total contract cost to \$657,142; authorize funding from the contract contingency; and direct the Acting City Manager to execute the contract change order on behalf of the City Council.

MEMORANDUM

TO: Lacey Simpson, Acting City Manager
CC: Mark Hilson, Acting Ports and Harbors Director
FROM: Amanda Robinson, AIA, Project Manager
DATE: January 20, 2022
SUBJECT: **Change Order No. 1 to Contract No. 21-14, Park Avenue Safe Shelter Addition**

At the meeting on August 5, 2021 City Council appropriated funds in the amount of \$683,499 to fund the construction of a one story 1,280 square foot addition to the existing shelter building at 632 Park Avenue. The City received a grant from the Alaska Community Foundation Coronavirus Nonprofit Relief Fund in the amount of \$683,499 and used it to offset Public Safety Employee wages, thereby freeing up other City funds to dedicate to the proposed addition to 632 Park Avenue. At the September 2, 2021 City Council meeting, the City Council awarded the contract to PK Builders in the amount of \$621,000 and established a contract contingency in the amount of \$50,000 for an anticipated project cost of \$671,000.

If approved by City Council the attached Change Order No. 1 would fund \$36,142 of additional work by the Contractor to address electrical service relocation, floor leveling, the addition of a required fire-rated exterior wall construction, and addition of and repair to drywall and trim in the existing shelter building. Change Order No. 1 also adds 21 days to contract time to accommodate delays in materials acquisition due to ongoing supply chain issues outside of the Contractor's control. Change Order No. 1 is attached and details these changes. Change Order No. 1 will be funded by the project contingency.

RECOMMENDATION:

It is recommended that the City Council approve Change Order No. 1 to Contract No. 21-14, Park Avenue Safe Shelter Addition in the amount of \$36,142 for a revised project cost of \$657,142; authorizing funding of \$36,142 from the contract contingency; and authorizing the City Manager to execute the change order on its behalf.

Recommended Motion: I move the City Council approve Change Order No. 1 in the amount of \$36,142 to Contract 21-14, Park Avenue Safe Shelter Addition, bringing the contract amount to \$657,142; authorize funding of \$36,142 from the contract contingency; and direct the City Manager to execute the change order on behalf of the City Council.

Attachments:
21-14 Change Order No. 1



City of Ketchikan
Public Works Department / Engineering Division
2930 Tongass Avenue / Ketchikan, AK 99901

01/18/2022

PK Builders
850 Nordstrom Drive
Ketchikan, AK 99901

RE: CHANGE ORDER NO. 1 / CONTRACT NO. 21-14 / Park Avenue Safe Shelter Addition


This Change Order modifies your original contract with the City of Ketchikan to reflect a change in contract amount and contract time:

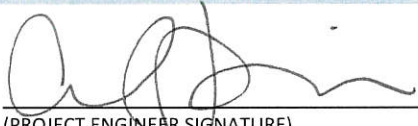
ITEM	DESCRIPTION	QTY	TYPE	PRICE	AMOUNT	# DAYS
1	Electrical Service Relocation	1		\$3,000	\$3,000	
2	Add Sleepers to Floor Framing	1		\$2,000	\$2,000	
3	Add Trim @ Existing Windows/Doors	1		\$8,160	\$8,160	
4	Add Exterior Gyp Sheathing for Fire Rated Walls	1		\$10,895	\$10,895	
5	Repair Existing Drywall	1		\$10,971	\$10,971	
6	Replace Missing Attic Insulation	1		\$1,116	\$1,116	
7	Window Delay Due to Supply Chain Issues/Covid	1		\$0	\$0	21

TOTAL CHANGE ORDER NO. 1		AMOUNT	
Original Contract:	\$621,000.00	Previous Total:	\$621,000.00
Previous Addition:		This Change Order:	\$36,142
Previous Deduction:		New Total:	\$657,142
Original Contract Time:	February 25, 2022	New Contract Time:	March 18, 2022

The above amount covers all work in connection with this change. Your acceptance and the Owner's acceptance shall constitute and become a part of your contract with the City of Ketchikan dated September 14, 2021. The above changes shall be subject to the same term and conditions contained in said contract and shall be made in accordance with the drawings and specifications of the Engineer.

APPROVALS


(CONTRACTOR SIGNATURE)
Pamela Roth 1-18-22
(PRINTED NAME) DATE


(PROJECT ENGINEER SIGNATURE)
AMANDA ROBINSON 1/18/22
(PRINTED NAME) DATE

NOTE: All changes in work done on this contract must be reported to and accepted by the Owner before extras will be authorized.

ACCEPTED BY OWNER: CITY OF KETCHIKAN

DATE