




City Manager/General Manager | 334 Front Street, Ketchikan AK 99901 | (907)228-5603

TRANSMITTAL MEMORANDUM

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TO: The Honorable Mayor & City Council

FROM: Delilah A. Walsh, City Manager Initials: 

DATE: November 9, 2022 File #: MGR22-019

RE: **Affirm Council Action of 10/20/2022 – BAM LLC Change Order № 2, Contract № 21-01**

At its meeting of October 20, 2022, the City Council adopted a motion approving Change Order № 2 to Contract № 21-01 in the amount of \$203,396 bringing the total contract to \$6,289,571.

The purpose of this memorandum is to affirm the record of the Council action. When I drafted the motion for Council approval, I correctly listed the change order amount of \$203,396 but erroneously listed the contract total as \$6,086,175 which was the total of the contract prior to the addition of change order № 2.

I have consulted with the City Clerk and Finance Director and as the Council did approve the change order amount, the statement of the total contract amount is not substantive to the action of approving the change order and does not warrant additional Council action. However, this notice will serve as correction of the record.

AGENDA – 11/17/22– MR4



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| TRANSMITTAL MEMORANDUM |
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TO: The Honorable Mayor and City Council

FROM: Delilah A. Walsh, General Manager

DATE: October 12, 2022

RE: **Change Order No. 2 to Contract No. 21-01 – Raw Water Transmission Main Replacement Project, BAM LLC**

At its meeting of October 7, 2021, the City Council adopted a motion accepting the bid of BAM LLC in the amount of \$5,998,495 for Contract No. 21-01, Raw Water Transmission Main Replacement Project. The motion adopted by the City Council also established a contingency in the amount of \$599,849.50, bringing the total budgeted project cost to \$6,598,344.50. Change order No. 1 added \$87,680 for a new current contract total of \$6,086,175.

The motion detailed below was prepared at the request of Water Division Manager/Project Engineer John Kleinegger, who asked that it be placed before the City Council for consideration at its October 20, 2022, meeting. If adopted, the motion provides for approving Change Order No. 2 to Contract No. 21-01 in the amount of \$203,396, bringing the total contract cost to \$6,289,571; this total amount is within the budgeted contingency funds. The rationale for the change order is detailed in Mr. Kleinegger's transmittal memorandum and requires no elaboration on the part of the City Manager's office; I concur with his recommendation.

The Water Division Manager will be attending the City Council meeting of October 20, 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. 2 to Contract No. 21-01, Raw Water Transmission Main between the City and BAM LLC in the amount of \$203,396 bringing the total contract cost to \$6,086,175; authorizing funding in the amount of \$203,396 from the contract contingency; and directing the City Manager to execute the contract change order on behalf of the City Council.

Recommended Motion: I move that the City Council approve Change Order No. 2 to Contract No. 21-01, Raw Water Transmission Main between the City and BAM LLC in the amount of \$203,396 bringing the total contract cost to \$6,086,175; authorize funding in the amount of \$203,396 from the contract contingency; and direct the City Manager to execute the change order on behalf of the City Council.