

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: December 13, 2012**

SUBJECT: Change Order #9, for Civic Center Remodel Project (CIP # F322)

SUBMITTING DEPARTMENT: Town Management

PREPARED BY: Kimberly J. Moon, P.E., Capital Projects Coordinator

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: a.) Change Order #9, with attachments

SUMMARY BACKGROUND: The Civic Center Remodel Project is currently under construction by Danson Construction, LLC. To date, seven departments have relocated to their new offices. The Parks & Recreation Department moved from the 4th Floor to the 1st Floor the week of September 24th. The Public Works Department and the Utilities Engineering Department moved from the second floor to the third floor the week of October 22nd. Most of the Community Development Department was able to expand into vacated areas of the 2nd Floor shortly thereafter. The Customer Utility Accounts Division moved from the 4th Floor to the 2nd Floor the week of November 26th. The Town Management Department was able to expand into vacated areas of the 4th Floor that same week. The Legal Department was able to move over to their new offices shortly thereafter.

The final phase of construction is underway on the 4th Floor, so that the Human Resources Department can move into their new area, and the Management Services Department can expand into the remodeled areas. Danson Construction, LLC is scheduled to complete their portions of the remodel construction work in December.

This action is for request of approval of a Change Order #9 in the amount of \$18,900, for conditions discovered during construction and for additional work requested. This change order includes: changes to cabinets, doors, windows, electrical changes, hvac testing, and patching & repainting. This change order is in the standard form, as approved by the Town attorney.

Other items of ongoing work include:

IT Systems	Radio Systems	Locks, Keys & Cards
Window Blinds	Signage	Security Cameras
HVAC Systems	Fire Alarms & Sprinklers	Furniture Relocation

This project is funded by Development Impact Fees (DIFs). DIFs are one-time charges applied to new residential and commercial construction to alleviate its impact on current public improvements and infrastructure. The intent is to ensure that “growth pays for growth” and that existing residents are not unduly burdened to pay for improvements to accommodate growth. DIFs were first assessed by the Town of Prescott Valley in 1995, and revised in 2003 with recommendation from a citizen’s advisory committee to include Civic fees and other fees. Changes to Arizona Revised Statutes removes the Civic category from eligible DIF categories. In December 2011, the Town’s DIF structure was adjusted and included rescinding the Civic Development Impact Fee. Civic DIF collected to date can only be used on such Civic infrastructures projects as to Remodel the Civic Center, to provide the building’s ultimate build-out plan.

OPTION ANALYSIS: The Council may vote to:

- 1.) approve Change Order #9, as recommended, **OR**
- 2.) not approve the change order, **AND/OR**
- 3.) direct staff to pursue other options.

ACTION OPTION: Motion to approve Change Order #9 to the construction contract with Danson Construction, LLC, in the amount of \$18,900 for the Civic Center Remodel Project (CIP # F322), **OR** motion to not approve the change order. **VOTE.**

RECOMMENDATION: Town staff recommends approval of Change Order #9 to the construction contract with Danson Construction, LLC for this project due to discovered conditions and requested additions to the project.

FISCAL ANALYSIS: The budget for the current fiscal year is shown in the table below:

Table 2

Civic Center Building Remodel, CIP # F322		
HTE Code(s): 223-6540-700.72-20		Finance Proj. # CF1001
FISCAL YEAR 2012/2013	Budget FY 12/13:	\$690,000.00
	Expended & Encumbered:	-\$360,084.45
	Concurrent Action:	-\$25,000.00
	Change Order # 9:	-\$18,900.00 < this action
	Balance:	<u>\$286,015.55</u>
		FISCAL YEAR 2012/2013

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____