

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: November 8, 2012**

SUBJECT: Change Order #8, 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 #8, with attachments

SUMMARY BACKGROUND: The Civic Center Remodel Project is currently under construction by Danson Construction, LLC. To date, four 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 construction work on the 2nd Floor of the Civic Center will soon be complete, and furniture will be installed, so the Customer Utility Accounts (Management Services Department) can be relocated from the 4th Floor to their new permanent location on the 2nd Floor.

Once that is complete, the final phase of construction can commence on the 4th Floor, so that the Town Management Department, the Legal Department, the Human Resources Department, 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.

To date, existing conditions discovered during construction, and work items added, are changes that have been handled in Changes Orders #1 through #7 that were eligible for administrative approval by the Town Manager, per the Town's Purchasing Procedure, Article 3-04 and per the Town's Purchasing Policy # 6-01 (i.e. up to \$16,000 for individual change orders, with cumulative not to exceed 10% of the total amount of the contract). Change orders required from this point forward will need council approval as to not exceed the 10% cumulative limit for administrative approval. This change order is in the standard form, as approved by the Town attorney.

This action is for request of approval of a Change Order #8 in the amount of \$22,725.00, for conditions discovered during construction and for additional work requested. This change order includes: test air handlers for 3rd Floor, electrical work to connection modular furniture throughout; changes in the Building Permit area for improved security and additional work space; changes in the Town Management area for changes to the front entry doors and counters and admin areas; relocated base cabinets and add new laminate top on 2nd Floor; door scan lock modifications; door window and swing modifications; and add corner guards throughout.

Town staff anticipates scheduling Change Order #9 for the Council Meeting on December 13th for other pending change items.

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. Recent changes to Arizona Revised Statutes removed 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 #8, 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 #8 to the construction contract with Danson Construction, LLC, in the bid amount of \$22,725.00 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 #8 to the construction contract with Danson Construction, LLC for this 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:	-\$270,747.30
	Change Order # 8:	-\$22,725.00 < this action
	Balance:	<u>\$396,527.70</u>
		FISCAL YEAR 2012/2013

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____