



To: Board of Parks and Recreation
From: Mark Heintz – Director of Parks and Recreation
Date: July 18, 2023
Re: Centennial Park Golf Buildings Project Change Order Authorization

Background:

At your last Board meeting, construction of the new Centennial Park Golf Buildings project was awarded to Hasse Construction Company, Inc. Construction is expected to begin in the next week or two starting with mobilization.

As with many building construction projects of this size, there are sure to be unanticipated issues that arise during construction. I will be the owner's representative to the construction company to give directions if/when needed with support and review from CSK Architects.

While we do our best to avoid change orders to the awarded contract, there are likely to be times when they are necessary due to unforeseen circumstances. When such issues arise, we would like to have the ability through day-to-day operations to give authorization to continue construction. Otherwise, construction on the project could stop until formal change order approval is completed by the Board at the once-a-month meetings.

The Town's purchasing policy allows a department head to approve purchases up to \$20,000 and the Town Manager up to \$50,000. With this contract being approved at the Park Board level, I ask that you authorize the Director of Parks and Recreation the ability to approve a change order, upon informing Park Board members of the change, to the \$50,000 level since this is a Board of Parks and Recreation project.

If a change order is authorized at the staff level, a formal contract change order would still have to be brought to the next Park Board meeting for formal confirmation and ratification to the contract.

Recommendation:

Staff is seeking a motion to approve the Director of Parks and Recreation to authorize individual change orders to the Centennial Park Golf Buildings project contract not to exceed \$50,000 based upon reporting such changes to the Park Board once a decision is made and that it will go to the next meeting for Board confirmation.