COON CREEK WATERSHED DISTRICT
Request for Board Action

MEETING DATE: May 13, 2019
AGENDA NUMBER: 11
ITEM: Building Update and Change Order

AGENDA: Policy

ACTION REQUESTED

BACKGROUND
The City of Ham Lake has approved and issued a permit with modifications to the approved plans for District’s new office building. At the February 25, 2019 meeting, the Board authorized the District Administrator to process change orders equal to or less than $2,500. The required change will cost more than that threshold.

ISSUES/CONCERNS
Building Permit Requirements: The building permit requires three modifications to the existing plan:
1. Engineering evaluation of the ability to support the folding wall in the conference room
2. Installation of a detection and ventilation system in the garage to prevent carbon monoxide from entering the office space
3. Clarification/Modification of front counter to be wheelchair accessible and ADA compliant
4. Addition of 4 exist signs on main level

Change Order Budget:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Folding wall load engineering analysis</td>
<td>2,070.00</td>
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<tr>
<td>Ventilation System</td>
<td>15,456.00</td>
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<tr>
<td>Exit Signs</td>
<td>805.00</td>
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<tr>
<td><strong>Subtotal Work</strong></td>
<td><strong>$ 18,331.00</strong></td>
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<tr>
<td>Subtract part of Existing Contingency</td>
<td>(10,000.00)</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$ 8,331.00</strong></td>
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**Change in Building Budget:** Four items are contributing
1. Progress of project and that it is not perfect
2. More refined knowledge of project timeline
3. More refined knowledge of project costs outside of interior construction
4. Need to consider and budget for other change orders because of differing conditions or capabilities

**Building Schedule:**

**PRIOR DECISIONS**
**February 25, 2019:** Board awarded contract for Building remodeling to VSI.

**OPTIONS**
1. Approve change order, authorizing President to sign change order document
2. Table change order pending acquisition of specific information
3. Deny change order

**RECOMMENDATION**
Approve Change Order for required work
Direct staff to update and refine Building budget and present to Board