



## MAYOR & COUNCIL COMMUNICATION

**DATE:** May 3, 2016  
**CONSENT**  
**ITEM #** 4

**AGENDA ITEM:** Inwood Water Tower (No. 4) - Change Order No. 1

**SUBMITTED BY:** Chad Isakson, Project Engineer

**THROUGH:** Kristina Handt, City Administrator

**REVIEWED BY:** Jack Griffin, City Engineer  
Cathy Bendel, Finance Director

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**SUGGESTED ORDER OF BUSINESS (if removed from the Consent Agenda):**

- Questions from Council to Staff ..... Mayor Facilitates
- Public Input, if Appropriate.....Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion ..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

**POLICY RECOMMENDER:** Engineering.

**FISCAL IMPACT:** None. There is no change to the contract price for this change order.

**SUMMARY AND ACTION REQUESTED:**

The City Council is respectfully requested to consider approving, *as part of the consent agenda*, Change Order No. 1 for the Inwood Water Tower (No. 4) Improvements, thereby amending the construction contract to include SEH, Inc. as an additional insured party.

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

This change order amends the construction contract with CBI (the water tower contractor) to require the contractor to include the Design Engineer, SEH, as an additional insured party under the Contractor's insurance policy. This is a standard requirement for public improvement projects and the change order corrects a contract language oversight. The Contractor's insurance policy already includes City of Lake Elmo and FOCUS Engineering as additional insured parties.

**RECOMMENDATION:**

Staff is recommending that the City Council approve, *as part of the consent agenda*, Change Order No. 1 for the Inwood Water Tower (No. 4) Improvements, thereby amending the construction contract to require the Contractor, CBI, to add SEH, Inc. as an additional insured party. If removed from the consent agenda, the recommended motion for the action is as follows:

***“Move to approve Change Order No. 1 for the Inwood Water Tower (No. 4) Improvements.”***

**ATTACHMENT(S):**

1. Change Order No. 1

**CONTRACT CHANGE ORDER FORM**

**CITY OF LAKE ELMO, MINNESOTA  
INWOOD WATER TOWER (NO. 4)  
PROJECT NO. 2015.130**

**FOCUS** ENGINEERING, inc.

**CHANGE ORDER NO.** 1

**DATE:** April 8, 2016

**TO:** CB&I Inc., 14109 S. Route 59, Plainfield, IL 60544

This Document will become a supplement to the Contract and all provisions will apply hereto. The Contract Documents are modified as follows upon execution of this Change Order.

**CHANGE ORDER DESCRIPTION / JUSTIFICATION:**

Modify contract documents 00 73 00 - Supplementary Conditions, Paragraph 5.04 C, 5, c: Add SEH, Inc as additional insured.

**Attachments (list documents supporting change):** None

ITEM	DESCRIPTION OF PAY ITEM	UNIT	QTY	UNIT PRICE	INCREASE/(DECREASE)
CO1-1	N/A				\$0.00
<b>NET CONTRACT CHANGE</b>					<b>\$0.00</b>

Amount of Original Contract	\$	2,395,000.00
Sum of Additions/Deductions approved to date (CO Nos. )	\$	0.00
Contract Amount to date	\$	2,395,000.00
Amount of this Change Order ( <del>ADD</del> ) ( <del>DEDUCT</del> ) (NO CHANGE)	\$	0.00
Revised Contract Amount	\$	2,395,000.00


The Contract Period for Completion will be (UNCHANGED) (~~INCREASED~~) (~~DECREASED~~) 0 days

APPROVED BY ENGINEER: SEH, Inc.

  
ENGINEER  
4/25/2016

DATE

APPROVED BY CONTRACTOR CB&I, Inc.

  
BY  
4/26/16  
DATE

APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA

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BY  
\_\_\_\_\_  
DATE

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BY  
\_\_\_\_\_  
DATE