



# City of Harrisonburg, Virginia

## Office of the City Manager

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Eric D. Campbell  
City Manager

TO: Eric D. Campbell, City Manager  
FROM: Chris Brown  
DATE: March 5, 2018  
RE:

**Summary:** Council approval of contract change order in excess of \$50,000.

**Background:** On April 6, 2016, the City entered into a contract with A. Morton Thomas and Associates (AMT) for engineering work related to the Reservoir Street Road Improvement Project. The original contract amount was \$96,400. Due to increased construction in the City last summer, the city retained inspectors from AMT longer than anticipated. This resulted in contract change orders totaling \$51,671.85. Pursuant to Virginia Code Section 2.2-4309, any contract amendment of greater than 25% of the contract price or \$50,000, whichever is more, must be approved by the locality's governing body. Therefore, Harrisonburg Department of Public Works is requesting approval of the change orders to the AMT contract. All extra work was actually incurred and has been approved by HPW.

**Key Issues:** Approval of change orders for extra work.

**Environmental Impact:** n/a

**Fiscal Impact:** The extra funds were budgeted and appropriated in 2017.

**Prior Actions:**

**Alternatives:** (a) Approve change orders  
(b); or disapprove change orders.  
(c)

**Community Engagement:** n/a

**Recommendation:** HPW and the City Attorney recommend approval of change orders totaling \$51,671.85 to the contract dated April 6, 2016 with AMT.

**Attachments:**

RE:

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**Review:**

*The initiating Department Director will place in Legistar, in sequence of transmittal, the names of each department that must initial their review in order for this item to be placed on the City Council agenda. The completion of review only addresses the readiness of the issue for Council consideration. This does not address the recommendation for approval or denial of the issue.*

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