

**TO: JIM GRAY, MAYOR  
URBAN COUNTY COUNCIL**

**FROM: CHARLIE LANTER, DIRECTOR  
DIVISION OF GRANTS AND SPECIAL PROGRAMS**

**DATE: SEPTEMBER 17, 2018**

**SUBJECT: Change Order No. 1 – Black & Williams Window Replacement CDBG Project**

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**Request:** Council authorization to execute Change Order No. 1 to the agreement with Churchill McGee, LLC adding 45 additional calendar days to substantial completion for the Black & Williams – Window Replacement Project. There is a zero cost increase to the contract amount.

**Purpose of Request:** On March 22, 2018 (Resolution #178-2018), Council approved execution of an agreement with Churchill McGee, LLC in the amount of \$539,750 for the Black and Williams Neighborhood Center Replacement Project (Contract #073-2018).

Due to the historical nature of the building, there were unknown conditions that were not discovered until the contractor began work. Structural details were discovered that required design modifications (not changes in scope) to some of the window detailing. These modifications had to be worked out with the window manufacturer which delayed the shop drawings and submittal process. The additional time is now necessary to complete the remainder of the project. This request will extend the construction contract by 45 calendar days, and has no cost associated with the time request.

**What is the cost in this budget year and future budget years?** There is no cost.

**Are the funds budgeted?** Not Applicable

**File Number:** 0999-18

**Director/Commissioner:** Lanter/Hamilton

