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Memorandum

To: The Honorable Board of Directors

From: Navid H. Mehram, P.E., Wastewater Chief Operating Officer

CC: GLWA Executive Leadership

Date: April 23, 2025

RE: 2001464 – Front Entrance Rehabilitation (CIP260903)

We are writing to advise you that changes to a project within the Task Order Engineering (TOES) Contract exceeds the \$500,000 individual task amount. Although this amended amount is within the purview of the CEO's general approval authority under GLWA's procurement policy, at the time the TOES contract was awarded, staff committed to notify the Board of projects within the TOES contract that exceed \$500,000.

In alignment with the Wastewater Masterplan, GLWA initiated the front entrance improvements for better traffic flow, aesthetic, and parking for the Water Resource Recovery facility. To move forward with addressing these issues, GLWA contracted Hubbell, Roth, & Clark, Inc. (HRC) to provide a design package for the rehabilitation of the front entrance. Based upon the anticipated work and duration of the project, a budget of \$390,836.00 was established. The original design package was completed within the established budget.

Following the completion of the design package and the commencement of construction, unforeseen conditions, coupled with recent staff separations within the Wastewater Engineering Group, have necessitated the provision of additional construction services to ensure the project's continuity and success. The additional construction services that are necessary include, but are not limited to, field inspection, progress meetings, submittal review, RFI responses, and contract administration. To maintain the continuity of services provided by HRC and subsequently the project, an increase to the project value is necessary. The additional work will be managed on a time and material basis and will be tracked by Wastewater Engineering.

To implement this solution, GLWA is increasing the project amount by \$436,971.00, bringing the total project cost to \$827,807.00. Any remaining amount will be refunded to GLWA.