



# SPECIAL TOWN COUNCIL MEETING

## STAFF REPORT

**MEETING DATE:** January 10, 2024

**PREPARED FOR:** Mayor and Town Council

**PREPARED BY:** Loren Umbertis, Public Works Director

**SUBJECT:** Adopt a Resolution Approving a Supplemental Budget Appropriation in the Amount of \$18,613.72, Authorizing Final Payment, Accepting Work as Complete and Authorizing the Town Manager to issue a Notice of Completion for the Fairfax Streets and Roads Improvement Project.

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### **RECOMMENDATION**

Authorize a supplemental budget appropriation of \$18,613.72, authorizing final payment, accepting work as complete and authorizing the Town Manager to issue a Notice of Completion for the Fairfax Streets and Roads Improvement Project.

### **DISCUSSION**

On July 12, the Town Council authorized the Town Manager to award the Fairfax Streets and Roads Improvement Project construction contract to Ghilotti Bros., Inc for the total price of \$732,355. No contingency budget was allocated at that time.

During the work, previously unknown issues were discovered including exposure of a previously buried storm drain, shallow water utilities which required a delay in the work and other unforeseen conditions which altered the work approach and caused minor delays. Staff received change order requests \$30,062.22 in additive cost for the project related to the encountered field conditions. There was also Work that was not required after on-site review and therefore not billed in the amount of \$11,449 resulting in a net addition of \$18,613.72 (equal to 2.5%) to the original contract. Ghilotti Bros, Inc project scope was completed by mid-November 2023 for a total cost of \$750,998.72.

Upon the recordation of the Notice of Completion, staff will make final payments to Ghilotti Bros., Inc for their work.

### **FISCAL IMPACT**

The total final project cost was \$750,998.72, which represents approximately a 2.5% increase in cost over the original contract. Funds were provided in the Streets and Roads Repaving general ledger fund 53-887.

### **ATTACHMENT**

Resolution for Notice of Completion

**RESOLUTION 24-\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FAIRFAX  
MAKING A SUPPLEMENTAL BUDGET APPROPRIATION IN THE AMOUNT OF  
\$18,613.72, AUTHORIZING FINAL PAYMENT, ACCEPTING THE WORK AS COMPLETE  
AND DIRECTING THE ISSUANCE OF A NOTICE OF COMPLETION FOR FAIRFAX  
STREETS AND ROADS IMPROVEMENT PROJECT**

**WHEREAS**, On July 12, 2023, the Town Council authorized the Town Manager to award the Fairfax Streets and Roads Improvement Project construction contract to Ghilotti Bros., Inc for the total price of \$732,355; and

**WHEREAS**, Staff received change order requests in the amount \$30,062.22 in additive cost over original contract amount due to unforeseen circumstances including a buried storm drain, shallow utilities that were damaged and impacted the schedule and other unanticipated buried obstructions; and

**WHEREAS**, during construction, other work was determined as not being required due to existing conditions and was not billed against the original contract in the amount of \$11,499; and

**WHEREAS**, the additive and deductive changes result in a net increase to the original cost of the contract of \$18,613.72 (equal to 2.5%) over original contract cost; and

**WHEREAS**, Ghilotti Bros, Inc. project scope was completed by the middle of November 2023 for a total cost of \$750,998.72; and

**WHEREAS**, Staff has received, reviewed and approved all invoices associated with said Work by Ghilotti Bros, Inc for payment in full; and

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Fairfax hereby resolves to making a supplemental budget appropriation in the amount of \$18,613.72, authorizing final payment and accepting the work as complete and directing the issuance of a notice of completion for the Fairfax Streets and Roads Improvement Project.

The foregoing resolution was duly passed and adopted by the Town Council of the Town of Fairfax at a duly noticed meeting held in said Town on the 10<sup>th</sup> Day of January 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Barbara Coler, Mayor

Attest: \_\_\_\_\_  
Christine Foster, Deputy Town Clerk