



**TO:** Mayor Shaun Sipma  
Members of the City Council

**FROM:** Luke Tillema, CBO, Building Official

**DATE:** July 6, 2020

**SUBJECT: TRINITY HEALTH REPLACEMENT CAMPUS – ENGINEER-OWNER  
CONTRACT AMENDMENT NO. 1 FOR TASK ORDER NO. 2 (4248)**

**I. RECOMMENDED ACTION**

1. Recommend council approve the contract Amendment No. 1 for Task Order No. 2 with KLJ
2. Authorize the Mayor to sign the amendment

**II. DEPARTMENT CONTACT PERSONS**

Brian Billingsley, Community Development Director 857-4122  
Luke Tillema, Building Official 857-4102

**III. DESCRIPTION**

A. Background

At the beginning of the permit application process for the Trinity Replacement Campus, a contract was signed with KLJ to organize a third-party review of the construction documents for code compliance.

B. Proposed Project

The proposed amendment will simply move the unspent review funds from Bid Package 2, which review is complete, into Bid Package 3, which is currently under review. The amendment allows KLJ to finish the code review for Bid Package 3 with existing budgeted funds. If additional budget is required, staff will bring another amendment to the council to address the additional budget and fee required to complete the project.

C. Consultant Selection

KLJ was selected using a competitive qualifications based selection.

**IV. IMPACT:**

A. Strategic Impact:

N/A

B. Service/Delivery Impact:

In hiring KLJ, the City is provided with the plan review services it needs in order to provide a timely review.

C. Fiscal Impact:

There is no fiscal impact associated with this contract amendment. The funds are already allocated to the project. Funds are being transferred between different tasks under the master services agreement.

**V. ALTERNATIVES**

N/A

**VI. TIME CONSTRAINTS**

By approving the amendment, KLJ can continue to provide review assistance to the City.

**VII. LIST OF ATTACHMENTS**

A. Amendment No. 1 for Task Order No. 2