



# Town of Vienna

Charles A. Robinson Jr.  
Town Hall  
127 Center Street South  
Vienna VA, 22180

## Legislation Text

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**File #:** 21-2590, **Version:** 1

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**Subject:**

Proposed Change Order for Project Management Services for Police Station Construction.

**EXPLANATION AND SUMMARY :** At the Jan. 7, 2019 Town Council Meeting, Council awarded RFP 19-03, Construction Management contract for the police station construction project to Downey and Scott, LLC. That award was for the base contract of \$303,763 plus allowing for a 5% contingency of \$15,187.

Because of a pre-construction design phase that took longer than expected and several unknown condition incidents that arose during construction, Downey and Scott expects the current budget for project management to increase by \$64,457.

The Police Department would like to use part of the unappropriated money from the 2018 CIP that had been designated for project architect and engineering services for the project, but has not been used, to cover the requested amount plus a 5% contingency, which would bring the total change order amount to \$67,680.

This brings the total for project management to approximately \$11,000 over the initial budget, which is well within available contingency funds.

**Strategic Plan Initiative:** Vienna is a safe community; Vienna is an influential and well-governed community.

**Board or Commission of Interest:** N/A

**Departmental Recommendation :** Police Department recommends approval of the change order for project management.

**Finance Recommendation :** Recommend approval of change order

**Purchasing Recommendation :** Recommend approval

**Town Attorney Recommendation :** The Town Council may approve the proposed project management change order in its discretion.

**Town Manager's Recommendation :** I recommend the Town Council approve the change order request for the Downey and Scott project management team in the amount not to exceed \$67,680, as presented.

**Cost and Financing:** \$67,680

Account Number: 300-000-0000-39420-48820  
Decision Needed by This date: October 25, 2021

**PROPOSED/SUGGESTED MOTION**

"I move to approve the change order request for Downey and Scott project management team in the amount not to exceed \$67,680 which includes a 5% contingency "

Or

Other action deemed necessary by Council.