



February 15, 2024

**TO:** CADA Board of Directors

**SUBJECT:** February 23, 2024, Board Meeting  
AGENDA ITEM 11  
RATIFICATION OF CHANGE ORDER ON CONTRACT C24-067 – DOS  
AMIGOS CONSTRUCTION AT 1329 O STREET (SOCIETY BISTRO)

**CONTACT PERSON:** Russ Juneau, Facilities Maintenance Manager  
Frank Czajka, Construction & Rehabilitation Manager

**RECOMMENDATION:**

Staff recommends the Board adopt a resolution authorizing the Executive Director to approve a change order to maintenance contract C24-067 with Dos Amigos Construction in the amount of \$13,056.32 for demolition & site prep for a new commercial tenant.

**BACKGROUND**

In October 2023, a contract was awarded to Dos Amigo Construction in the amount of \$45,680.00 for demolition & site prep for a new commercial tenant. The work included removal and installation of electrical fixtures and lighting, installation of a roll-up glass door, removal of all existing flooring and necessary prep work for installation of new flooring, and upgrading the current HVAC duct work to provide adequate heating and cooling of the new configuration. As the work progressed, additional work was required to satisfactorily bring the site up to the tenant’s specifications. This work requires additional electrical work, plumbing work, ducting, and installation of high-grade epoxy coating to seal the floors. The additional work was deemed necessary and approved by CADA staff.

**POLICY**

This item comes before the Board because with the requested change order to the current contract amount will exceed the \$50,000 contract approval authority of the Executive Director.

**STRATEGIC PLAN**

The proposed action addresses the following 2016-2021 CADA Strategic Plan goals: “Provide Superior Property Management.”

**FINANCIAL IMPACTS**

The contract, with the addition of the requested \$13,056.32 change order, totals \$58,736.32. Work under this contract will be performed using funds allocated in the Capital Investment Program (CIP) budget. The C23 FY 22/23 Major Construction CIP budget, which was adopted by the Board in June 2022, contains a total budget of \$63,000 and can adequately fund this work.

## **ENVIRONMENTAL ISSUES**

This item does not require CEQA review or certification.

## **CONTRACT AWARD POLICY**

This item comes before the Board because, with the requested change order, the current contract amounts will either exceed the \$50,000 contract amount or exceed the 10% or \$25,000 change order approval authority of the Executive Director. Staff is requesting that the Board approve a resolution authorizing the Executive Director to enter into the change order.

Attachments:

1. Resolution 24-15

**RESOLUTION NO. 24 – 15**

Adopted by the Capitol Area Development Authority

February 23, 2024

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER  
INTO A CHANGE ORDER FOR MAINTENANCE CONTRACT C24-067**

**WHEREAS**, the Executive Director entered into construction contract with Dos Amigos Construction in the amount of \$45,680 for Demolition and Site Prep.

**WHEREAS**, staff is recommending the Board approve a change order totaling \$13,056.32 to pay for additional costs to cover unanticipated additional work under this contract.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Capitol Area Development Authority that the Executive Director is authorized to enter into a change order with Dos Amigos Construction in the amount of \$13,056.32 for completion of the Demolition and Site Prep work within Contract C24-067.

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Ann Bailey, Chair

ATTEST:

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Tara Gandara  
Secretary to the Board of Directors