



August 9, 2024

TO: Capitol Area Community Development Corporation (CACDC) Board of Directors

**SUBJECT: August 16, 2024 Board Meeting
AGENDA ITEM 8
APPROVAL OF CHANGE ORDER FOR CONTRACT CACDC-004 WITH
KUCHMAN ARCHITECTS FOR 2000 16TH STREET (16TH AND T)**

CONTACTS: Todd Leon, Project Manager [CACDC]
Danielle Foster, President [CACDC]

RECOMMENDATIONS:

Staff recommends the CACDC Board of Directors approve a resolution (Attachment 1) authorizing the President to approve a \$103,500 change order to existing contract (CACDC-004) with Kuchman Architects for them to perform surveying and civil engineering services needed for design development of the 2000 16th Street project.

BACKGROUND

CACDC entered into a contract with Kuchman Architects on September 19, 2023 in the amount of \$38,500 for schematic design, entitlement processing and other pre-development services for the 2000 16th Street project.

Kuchman completed schematic designs on November 8, 2023 and the City of Sacramento approved the project entitlements on March 7, 2024. After the City entitlements were approved, CACDC staff requested Kuchman to begin preparations for design development and construction documents. In order to begin construction drawings, the architect will need to complete survey and engineering studies for the project's utility and civil engineering designs. As this additional work is beyond the scope of their existing contract, Kuchman submitted a change order that also includes a fee to sub-contact with Cartwright Nor Cal, Inc, to provide civil engineering services.

Kuchman's requested change order to complete the pre-design work is \$103,500. This will increase the contract with Kuchman to \$142,000.

POLICY

This item comes before the Board because with the requested \$103,500 change order, the current contract amount will exceed both the change order authority and \$100,000 contract approval authority of the President. CACDC's contract policy allows the President to approve change orders in the cumulative amount of \$25,000 or 20% of the base contract amount, whichever is greater.

FINANCIAL IMPACT

The total contract amount, with the addition of the requested \$103,500 for the change order, is \$142,000. On October 14, 2022 the Board approved a pre-development budget of \$900,000 funded by a loan from the Capitol Area Development Authority. Sufficient funds remain in the project budget to fund the requested change order and remaining pre-development activities.



RESOLUTION NO. 24 – 05

Adopted by the Capitol Area Community Development Corporation

August 16, 2024

RESOLUTION AUTHORIZING THE PRESIDENT TO APPROVE A CHANGE ORDER WITH KUCHMAN ARCHITECTS FOR CONTRACT CACDC-004

WHEREAS, in September 2023 the Capitol Area Community Development Corporation President entered into a \$38,500 design contract with Kuchman Architects;

WHEREAS, the CACDC has requested Kuchman Architects to study and initiate plans for the utility and public right-of-way improvements for an affordable housing project at 2000 16th Street;

WHEREAS, Kuchman Architects has provided the CACDC with a scope, fee estimate, and change order request in the amount of \$103,500;

WHEREAS, a change order would bring the contract to \$142,000, which is over the President's \$100,000 approval authority limit; and

WHEREAS, staff is recommending the Board approve a change order in the amount of \$103,500 to pay for the additional costs to cover the needed additional pre-development design work.

NOW, THEREFORE, BE IT RESOLVED, by the Capitol Area Community Development Corporation that the Executive Director is authorized to approve a change order with Kuchman Architects in the amount of \$103,500, resulting in a total contract amount of \$142,000.

ATTEST:

Danielle Foster, President

Tara Gandara, Secretary