

Memo

To: Mayor and Hayden City Council
From: Alan Soderling, Public Works Director
Date: 09.22.2026

Agenda Item: **Approve Amendment No. 3 to the professional services contract with Welch Comer & Associates to authorize additional construction administration for the Ramsey Road and Honeysuckle Avenue Roundabout Project at an additional cost not to exceed \$22,000.**

Agenda Item Location

Consent Calendar

Background

This contract amendment is necessary to support additional construction administration and oversight work that results from the duration of the project exceeding the original anticipated schedule.

Recommended Action or Motion

Motion: Approve Amendment 3 to the professional services contract with Welch Comer & Associates to authorize additional construction administration for the Ramsey Road and Honeysuckle Avenue Roundabout Project.

Functional Impact of Authorizing

Amendment No. 3 enables continued contract administration by Welch Comer & Associates.

Functional Impact of Not Authorizing

If this is not accepted, the necessary contract administration will not occur and essential contract administration functions may not occur, be incomplete, or delayed, resulting in potential costs and liabilities for the City.

Fiscal Impact

Amendment 3 is an \$22,000 increase to the contract, resulting in a not to exceed value of \$47,500 for this Contract.

Budget Funding Source

GL- 130-899-59838-7721 Honeysuckle & Ramsey Roundabout Construction

Attachments

Welch Comer & Associates Professional Services Contract Amendment 3- Honeysuckle/Ramsey Roundabout

**AMENDMENT NO. 3
AUTHORIZATION FOR ADDITIONAL SERVICES**

Additional Services. The following additional items of work on the **Honeysuckle Avenue and Ramsey Road Roundabout** project "the project" will be provided by Welch Comer. These additional services are a supplement to the scope of services contained in the existing agreement for Professional Services for the project dated March 10, 2026. All other terms and conditions of said agreement remain in full effect unless specifically modified in this additional services agreement.

Additional Scope of Work. This Amendment includes additional construction administration services because the current schedule is longer than originally intended and requires more time to administer the contract. All other scope items from the contract are relevant.

Fee. The additional construction administration is estimated at **\$22,000** and will be billed on a time and materials basis only for construction administration time between the original substantial completion date 80 days from Notice to Proceed and the true substantial completion date (now estimated as October 2, 2026 based on the contractor's latest schedule.) NTP was June 18, 2026 and 80 calendar days would have put substantial completion at September 6, 2026. The RPR onsite is billed hourly under a different phase and is trending slightly under budget.

Schedule. Based on the contractor's current schedule, substantial completion is anticipated to be reached on October 2, 2026. Once substantially complete, time will be billed to the original construction administration phase.

Additional Payment. The CITY agrees to pay ENGINEER for its services rendered under this Agreement on an hourly basis for this additional task which will be tracked separately.

The parties agree that ENGINEER will invoice the CITY for payment under this Agreement for services rendered herein.

Dated this _____ day of September 2026.

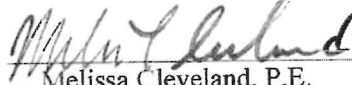
CITY

ENGINEER

CITY OF HAYDEN

WELCH COMER & ASSOCIATES, INC.

By: _____
Alan Davis, Mayor

By:  _____
Melissa Cleveland, P.E.

ATTEST:

Its: Principal Engineer

PM Approval: MC

Abbi Sanchez, City Clerk