



**TOWN OF HORIZON CITY  
MEMORANDUM**

**Date:** September 8, 2025

**To:** Honorable Mayor and Members of City Council

**From:** Teresa Quezada, CIP Manager *[Signature]* 9/8/25

**SUBJECT:** On change order no. 9 to Dantex General Contractors for \$10,726.08 for the Municipal Facilities project (Solicitation 23-101)

**AND**

**On change order no. 10 to Dantex General Contractors for a deduction of \$13,181.20 for the Municipal Facilities project (Solicitation 23-101)**

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**Background**

On July 9, 2024, City Council awarded the Municipal Facilities project (Solicitation 23-101) for \$9,070,442.00 to include the award for 4 alternate bids. The project is designed to house police department, public works department and the City Council and Municipal Court facilities. The total project was funded through the issuance of 2023 Certificates of Obligation, and the project budget included funding for contingency.

Change orders which change project scopes, exceed \$10,000 per change order, or add more than one week to the project construction schedule (either 5 working days or 7 calendar days depending on how the contract was awarded), are presented to Council for their approval.

**Change order #9** adds roof supports for the roof-mounted antenna. This work was not anticipated at the time of design and meets the criteria of adding scope and exceeding \$10,000 and is presented to Council for approval.

**Change Order #10** is a deductive change order which decreases the total contract amount by \$13,181.20. The deduction is due to the elimination of 2 manholes approved by Council in change order #5 for the sewer discharge. One manhole was installed as part of the work completed by Jordan Foster in close proximity to the originally designed manhole. The 2<sup>nd</sup> manhole was deemed unnecessary after the Building Official conferred with the design engineer.

The two change orders have undergone the usual review process by the City's construction manager, Exigo, the Town Engineer, Huitt Zollars, and staff review.

**Item Description**

The two change orders call for the work, time and cost identified on the table below.

Item	Amount	Time	Percent of Contract
<b>Change order no. 9:</b> Additional structural roof supports for roof-mounted antenna equipment.	<b>\$10,726.08</b>	<b>0 days</b>	<b>0.12%</b>
<b>Change order no. 10:</b> Deletion of 2 manholes included in change order #5 – sewer connection.	<b>\$13,181.20</b>	<b>0 days</b>	<b>0.15%</b>
<b>Total</b>	<b>\$2,455.12</b>	<b>0 days</b>	<b>0.03%</b>

**Total increases** to the project including the two proposed change orders are **\$196,402.53** and account for a total of **2.17% of the original contract award**. This amount and percentage increase is within the allocated contingency for a construction project of this complexity and magnitude.

**Fiscal Impact**

The effect to the construction contract as a result of both change orders is a **net deduction of \$2,455.12**.

**Requested Action**

The City's consultant team and staff recommend approval of the two change orders.