



BOARD OF RETIREMENT

Staff Report

File #: 19-601

Agenda Date: 11/7/2019

Agenda #: 32.

FROM: Joe Michael, Chief Information Officer

SUBJECT: Summary of Change Orders on Tenant Improvements Project at 348 W. Hospitality Lane

RECOMMENDATION:

Receive and file the summary of change orders to date on tenant improvements project at 348 W. Hospitality Lane.

BACKGROUND:

On September 5, 2019, the Board approved proposed contracts for tenant improvements at 348 W. Hospitality Lane. As part of that approval, the Board granted the Chief Executive Officer (CEO) authority to sign change orders up to \$5,000, and granted joint authority of the Board Chair and the CEO to approve change orders that exceed \$5,000. A monthly report will be provided to the Board during the pendency of the project.

In October 2019, one change order was executed to effectuate a change in the construction/project management services from Level 3 Project Management to Madison Marquette at no cost and with no schedule impact.

BUDGET IMPACT:

None.

STRATEGIC PLANNING GOAL/OBJECTIVE:

Quality Employer and Workplace

STAFF CONTACT:

Joe Michael

ATTACHMENTS:

Exhibit A: 19-B001 Change Order 001