

## REPORT OF ACTION

### PUBLIC WORKS PROJECTS EVALUATION COMMITTEE

Project No. BR-27-E4

Type: Change Order #1 & Time Extension

Location: 1<sup>st</sup> Ave N, 3<sup>rd</sup> St – University Dr

Date of Hearing: 6/1/2026

| <u>Routing</u>  | <u>Date</u>             |
|-----------------|-------------------------|
| City Commission | <u>6/8/2026</u>         |
| PWPEC File      | <u>X</u>                |
| Project File    | <u>Matthew Jennings</u> |

The Committee reviewed the accompanying correspondence from Project Manager, Matthew Jennings, related to Change Order #1 in the amount of \$1,550.98 for additional work, as well as a 2-day time extension.

Staff is recommending approval of Change Order #1 in the amount of \$1,550.98, which increases the total contract amount to \$236,359.70, as well as the 2-day time extension.

On a motion by Brenda Derrig, seconded by Susan Thompson, the Committee voted to recommend approval of Change Order #1 and the time extension to Q3 Contracting.

#### RECOMMENDED MOTION

Concur with the recommendations of PWPEC and approve Change Order #1 in the amount of \$1,550.98, bringing the total contract amount to \$236,359.70, and the 2-day time extension to Q3 Contracting.

#### PROJECT FINANCING INFORMATION:

Recommended source of funding for project: \_\_\_\_\_ Sales Tax \_\_\_\_\_

Developer meets City policy for payment of delinquent specials  
Agreement for payment of specials required of developer  
Letter of Credit required (per policy approved 5-28-13)

| Yes | No         |
|-----|------------|
|     | <u>N/A</u> |
|     | <u>N/A</u> |
|     | <u>N/A</u> |

#### COMMITTEE

Tim Mahoney, Mayor  
Nicole Crutchfield, Director of Planning  
Gary Lorenz, Fire Chief  
Brenda Derrig, Assistant City Administrator  
Ben Dow, Director of Operations  
Tom Knakmuhs, City Engineer  
Susan Thompson, Finance Director

| Present                             | Yes                                 | No                       | Unanimous                                  |
|-------------------------------------|-------------------------------------|--------------------------|--------------------------------------------|
|                                     |                                     |                          | <u><input checked="" type="checkbox"/></u> |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |                                            |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |                                            |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                            |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                            |
| <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> |                                            |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                            |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |                                            |

ATTEST:

C: Kristi Olson

  
Tom Knakmuhs, P.E.  
City Engineer

## Memorandum

**To:** Members of PWPEC  
**From:** Matthew Jennings, ROW Management  
**Date:** May 28, 2026  
**Re:** Project No. BR-27-E4 – Change Order #1 & Time Extension

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### **Background:**

Project No. BR-27-E4 is for the exploration and verification of private underground utilities on 1<sup>st</sup> Avenue North between 3<sup>rd</sup> Street North to University Drive North. This project will be used to create utility conflict plans and assist with the design of 1<sup>st</sup> Avenue North reconstruction proposed in the near future.

Q3 Contracting is the prime contractor on this project.

This change order is for the removal, relocation, and reinstallation of the traffic control for the closure. Due to the Marathon requiring 1<sup>st</sup> Avenue North as a route for various races, we are requiring the contractor to move their traffic control to keep the roadway clear Friday afternoon, and to reinstall Monday morning. Because of the loss of 2 days of work without their closure, they have also asked for a 2-day extension to the contract.

The attached Change Order in the amount of **\$1,550.98** (0.66% of the original contract), which increases the total contract amount to \$236,359.70 for additional work as shown on Change Order #1.

### **Recommended Motion:**

Approve Change Order #1 in the amount of \$1,550.98 and time extension for Project No. BR-27-E4.



CHANGE ORDER REPORT  
UTILITY LOCATION VERIFICATION  
PROJECT NO. BR-27-E4

ON 1ST AVENUE N BETWEEN 3RD STREET N AND UNIVERSITY DRIVE

Change Order No  
Contractor

1  
Q3 Contracting, Inc.

Change Order Date

5/28/2026

This change is made under the terms of or is supplemental to your present contract, if and when approved, you are ordered to perform the work in accordance with the additions, changes, or alterations hereinafter described.

**EXPLANATION OF CHANGE** Change Order # 1

This change order is for the removal, relocation and reinstallation of the traffic control for the closure. Due to the Marathon requiring 1st Ave N as a route for various races, we are requiring the contractor to move their traffic control to keep the roadway clear Friday afternoon, and to reinstall Monday morning. Because of the loss of 2 days of work without their closure, they have also asked for a 2-day extension to the contract.

| Section                  | Line No | Item Description        | Unit | Orig Cont Qty | Prev C/O Qty | Prev Cont Qty | Curr C/O Qty | Tot Cont Qty | Unit Price (\$) | C/O Ext Price (\$) |
|--------------------------|---------|-------------------------|------|---------------|--------------|---------------|--------------|--------------|-----------------|--------------------|
| Change Order 1           | 5       | Traffic Control - Minor | LS   | 0             |              | 0             | 1            | 1            | \$1,550.98      | \$1,550.98         |
| Change Order 1 Sub Total |         |                         |      |               |              |               |              |              |                 | \$1,550.98         |

**Summary****Source Of Funding****Net Amount Change Order # 1 (\$)****Previous Change Orders (\$)****Original Contract Amount (\$)****Total Contract Amount (\$)**

Sales Tax Funds - Infrastructure - 420

\$1,550.98

\$0.00

\$234,808.72

\$236,359.70

I hereby accept this order both as to work to be performed and prices on which payment shall be based.

**CONTRACT DATES****Current Substantial Completion Date**

7/1/2026

**Additional Days Substantial Completion**

2

**New Substantial Completion Date**

7/3/2026

**Current Final Completion Date**

7/15/2026

**Additional Days Final Completion**

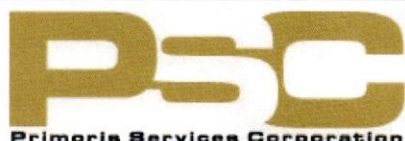
2

**New Final Completion Date**

7/17/2026

**Interim Completion Dates**

|                |                    |                 |                |
|----------------|--------------------|-----------------|----------------|
| APPROVED       |                    | APPROVED DATE   |                |
| For Contractor | <i>Jon Moulton</i> | Department Head | <i>T. Hill</i> |
| Title          | SR VP              | Mayor           |                |
|                |                    | Attest          |                |



### Q3 Contracting

Q3 Contracting, Inc.  
3066 Spruce Street  
Little Canada, MN 55117  
Telephone: 651-365-7390  
Fax: 651-224-2220  
Quote By: Taylor Schieck

Proposal Submitted To: Matt Jennings  
City of Fargo

Proposal Date: 5/22/26

Project Location: Fargo, ND

Project Description: Utility Verification - Marathon Event - Change Order #1

Any changes will be accompanied by a signed & approved Change Order. All payments are on a net 30 basis.

| Item #                                                                                                                                                                                                                                                                                                                                                    | Item Description                  | Unit/Measure | Est. Quantity | Unit Price | Total |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------|---------------|------------|-------|
|                                                                                                                                                                                                                                                                                                                                                           | Traffic Control - Removal & Reset | LS           | 1             | \$1,550.98 |       |
| <p><b>Schedule Impact</b> - Q3C would like an extension of (2) days to the Substantial and Final Completion dates due to the impact of Marathon event. Having to clean up the project site prior to the event and then waiting for the Traffic/Detour to be setup again will adversely impact both Friday (5/29) and Monday (6/1) assumed production.</p> |                                   |              |               |            |       |

**This Proposal Includes:**

\*Labor and equipment to remove the traffic control and reset due to the Marathon event.

**This Proposal Does Not Include:**

\*Any bonding, licensing, or permits for project.

All work to be completed under the provisions of this proposal shall be done in a workmanlike manner according to standard practices. Any alterations or deviations from the above specifications resulting in extra costs, will be executed only upon written orders, and shall result in an extra charge over and above the estimated cost contained herein. All agreements are contingent upon strikes, accidents, and delays beyond the control of Q3 Contracting. The above prices, specifications, and terms and conditions on the front and back of this agreement are hereby accepted. Payment will be made as outlined above.

Proposal may be withdrawn by Q3 if not accepted within 15 days.

Signature: \_\_\_\_\_ Name/Title: \_\_\_\_\_ Date of Acceptance: \_\_\_\_\_