



To: Mayor Lloyd and Collegedale City Commissioners
From: Kris McAloon, Director of Public Works
Date: July 6, 2026
RE: Pump Station Modernization – Construction Administration

Background:

As part of the referenced project, the City entered into contract with Cannon & Cannon to provide construction administration oversight. Tasks associated with this contract included shop drawing review/approval, virtual project status meetings and inspections.

Associated Documentation:

The change order identifying the scope and cost of the proposed work is attached.

Discussion:

The Construction Administration budget allocated under the original contract has been expended due to the significantly higher level of effort required during construction, particularly related to the volume of claims, submittals, and RFIs submitted by the Contractor, JBrennon, as outlined below.

Additionally, the original scope assumed that progress meetings would be conducted virtually. However, due to the pace and variability of construction activities, these meetings have largely transitioned to in-person coordination. The original contract included a limited number of on-site meetings (excluding substantial and final walkthroughs), and we have exceeded that number, with a current total of 10 on-site meetings and 16 weekly virtual progress meetings to date.

The following summarizes the significant changes in the contract:

1. Submittals
 - a. Allocated in Original Contract and Amendment No. 1: 50 submittals
 - b. 71 reviewed submittals to date, including 14 resubmittals/alternates. (1699 pages in total).
2. RFIs
 - a. Allocated in Original Contract and Amendment No. 1: 10 RFIs or fewer
 - b. Submitted by JBrennon Construction: 41 RFIs of record.
3. Claims / Delays
 - a. Notices of Delays submitted by JBrennon Construction: 3
 - b. Change Orders Reviews and Discussions: 7
 - c. Resolving Issues from Contractor's By-pass Engineer.

Conclusion and/or Recommendations:

Staff recommends that the Commission approve the proposed Construction Administration oversight in an amount not to exceed \$24,545.00.