

## STAFF MEMORANDUM

**TO:** Board of Mayor and Aldermen  
**FROM:** Dan Allen, Assistant City Administrator, General Manager Water; Will Brasfield, Assistant General Manager - SPARTAN  
**DATE:** 6/30/2026  
**SUBJECT:** Resolution 26-196, Approval of Final Change Order and Project Closeout for the Wastewater Treatment Plant Demo & Grading Project

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**RECOMMENDATION:** Staff recommends approval of Resolution 26-196 authorizing final project closeout for the Wastewater Treatment Plant Demo & Grading Project, approval of the final deductive change order in the amount of (\$8,500.00), authorization to release retainage in the amount of \$6,875.00, and authorization for staff to execute the final payment to the contractor.

**BACKGROUND:** Sunesis Environmental, LLC was awarded the contract for the Wastewater Treatment Plant Demo & Grading Project. The work under the contract has been substantially completed, and City staff, together with Thomas & Hutton, have conducted a final walkthrough of the project and prepared a final punch list.

Thomas & Hutton has verified that all punchlist items have been satisfactorily completed and has recommended final acceptance of the project. They have also recommended approval of the final change order, which reflects a deductive adjustment of \$8,500.00 to the contract amount, and release of the remaining retainage of \$6,875.00.

**FINANCIAL IMPACT:** Approval of the final change order will reduce the contract amount by \$8,500.00. In addition, \$6,875.00 in retained funds will be released as part of the contractor's final payment. Funding for this project is available within the approved Wastewater Capital Improvements budget.

**SUPPORTING DOCUMENTS:**

- Thomas & Hutton Recommendation
- Application & Certification for Payment
- Change Order #1



**City of Spring Hill | Spring Hill Water**

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