



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: MAY 12, 2026**

FROM: PARKS, RECREATION, AND COMMUNITY SERVICES DEPARTMENT **WARD: 3**

SUBJECT: APPROVE AN INCREASED CHANGE ORDER AUTHORITY FOR 25% FOR PURCHASE ORDER NO. 262687 WITH PACIFIC TIDE CONSTRUCTION OF NORTHRIDGE, CALIFORNIA, FOR THE NICHOLS PARK PLAYGROUND, SHADE STRUCTURE, AND RESILIENT SURFACING INSTALLATION PROJECT IN THE AMOUNT OF \$55,716.80, FOR A NOT-TO-EXCEED TOTAL AMOUNT OF \$278,584

ISSUE:

Approve an increased change order authority for 25% for Purchase Order No. 262687 with Pacific Tide Construction of Northridge, California, for the Nichols Park Playground, Shade Structure, and Resilient Surfacing Installation Project in the amount of \$55,716.80, for a not-to-exceed total amount of \$278,584.

RECOMMENDATIONS:

That the City Council:

1. Approve an increased change order authority for 25% for Purchase Order No. 262687 with Pacific Tide Construction of Northridge, California, in the amount of \$55,716.80, for a not-to-exceed total amount of \$278,584; and
2. Authorize the City Manager or designee to execute any purchase orders, agreements, and other project documents.

BACKGROUND:

On March 25, 2025, the City Council awarded Bid Number 8110 to Pacific Tide Construction of Northridge, California, for the Nichols Park Playground, Shade Structure, and Resilient Surfacing Installation Project in the amount of \$222,867.20 and authorized 10% change order authority of \$22,286.72, for a total contract amount not to exceed \$245,153.92.

DISCUSSION:

The playground equipment has been replaced and a new shade structure has been installed

over the playground. The resilient safety surfacing has not yet been installed. Pacific Tide Construction has requested a change order in the amount of \$47,983.98 due to increases in surfacing materials since their bid was submitted in 2024. The Parks, Recreation, and Community Services Department (PRCSD) has verified that Pacific Tide Construction's proposed pricing is reasonable compared to other surfacing contractors. This change order would be a 21.53% change. An increase of change order authority up to 25% is requested to allow room for small construction contingencies that may be needed to complete the project.

The original agreement was approved by City Council in accordance with Purchasing Resolution No. 24101, Section 508 which states, "Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder."

This Change Order authority increase is pursuant to Purchasing Resolution 24101, Section 1104 "Change Orders", which states: "Modification to a Purchase Order shall be made only by Change Order. Subject to the availability of funds, Change Orders may be utilized for purposes of...(2) modifying unit prices. Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity approval...(c) 10% of the original contract price for Contracts and/or Purchase Orders previously approved by the Awarding Entity and the total Change Order amount will not exceed \$150,000."

The Purchasing Manager concurs that the recommendations are in compliance with Purchasing Resolution 24101.

FISCAL IMPACT:

The total fiscal impact of this action is \$55,716.80. There are sufficient funds in the Nichols Park Playground project account (9929500203-44030100) to support these change order costs.

Prepared by: Alisa Sramala, Principal Park Project Manager
Approved by: Pamela M. Galera, Parks, Recreation and Community Services Director
Certified as to
availability of funds: Julie Nemes, Interim Finance Director
Approved by: Kris Martinez, Assistant City Manager
Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney