

TO: Mayor Dahlquist
City Council

FROM: Christine Howe, Grants Manager - Planning & Development Services Department
Cary Rhodes, Outdoor Recreation Manager - Parks & Recreation Department

DATE: Meeting of October 15, 2026

RE: Change Order for PRO Builders Inc. Contract for Upper City Creek Parking Lot Grading

The City conducted a request for bids and authorized a contract for the Upper City Creek Parking Lot project on August 20, 2026. The contract for the work is between the City of Pocatello and Pro Builders, Inc. for a total of \$66,808.00. The Council authorized Mayor's signature on all pertinent documents, subject to Legal Department review as well as Change Orders up to 10%.

Upon starting work, the contractor encountered two issues with site conditions that were not reflected in the final plans that were included with the bid documents. First, the vault toilet placement was higher than demonstrated on the plans and included bark mulch fill that was unknown until excavation at the site began. Second, the amount of removal to achieve ADA graded slopes was undercalculated due to a few factors including the elevated height of the vault toilet. Change Order 1 for the bark mulch removal and haul off was approved in the amount of \$1,970.00. Change Order 2 for the additional excavation and matching of grades totals \$21,000 which exceeds the 10% allowable under the Council approval. Staff determined that this work was necessary to achieve the grades required for the parking lot construction as well as maintain ADA-compliant access to the vault toilet. These are requirements of the IDPR-funded project and meet City code standards. Therefore staff recommends approval of Change Order #2.

Council may wish to Authorize Change Order 2 for \$21,000 increasing the total contract price to \$89,778.00.

Funding for this change order is available in the Idaho Department of Parks and Recreation Recreational Trails Program (RTP) grant fund and Grant Division grant match account.

If you have questions or would like more information, please do not hesitate to contact me at chowe@pocatello.gov or 208-234-6186.

To: City Council and Mayor
From: Matt Kerbs, Deputy City Attorney MK
Date: October 2, 2026
Re: Change Order #2 for Upper City Creek Parking Lot Grading

I have reviewed the above referenced document and have no legal concerns with Council approving the change order and authorizing the Mayor to sign all documents associated with that change order, which exceeds the 10% originally approved by Council.

Exhibit G
Change Order

Date: 9-11-2026

Contractor: Pro Builders, Inc

Attach detailed costs; breakdown of each individual component including all materials and labor.

\$166.808.⁰⁰

\$ 0

\$ 1970⁰⁰

\$68,778.⁰⁰

Contractor Signature: [Signature]

Grants Administrator

Project Manager: _____

Grants Manager: [Signature]

Mark Dahlquist, Mayor



970 W. Cedar
Pocatello, Idaho 83201
Office (208) 233-3111
Fax (208) 233-3113

City of Pocatello
Cary Rhodes

September 12, 2026

Re: Upper City Creek Parking Area

Change Order
Description

Cut and remove approximately 30 yards of bark around the toilet that was buried under 2-3 ft of dirt and haul off.

TOTAL PRICE FOR ABOVE: \$ 1,970.00



970 W. Cedar
Pocatello, Idaho 83201
Office (208) 233-3111
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City of Pocatello
Cary Rhodes

September 16, 2026

Re: Upper City Creek Parking Area

Change Order
Description

Additional excavation to produce more material needed to match grades
provided

300 yards @ \$70.00 yard per bid

TOTAL PRICE FOR ABOVE: \$ 21,000.00