

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 November 5, 2026

RE: Change Order #3 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%. 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 totaled \$21,000 and was approved by City Council at the October 15, 2026 meeting.

This request is for approval of Change Order #3 for the project. This Change Order totals \$8851.00 and is for the additional $\frac{3}{4}$ " gravel needed to account for the expanded lot on the south and west sides.

Council may wish to Authorize Change Order #3 for \$8,851.00 increasing the total contract price to \$98,629.00. Funding for this change order is available in the Recreation Fund 004 which will count toward the total project match.

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

City of Pocatello Upper City Creek Parking Lot Grading

Exhibit G
Change Order

Change Order # 3

Date: 10-5-2026

Project Address: City Creek

Property Owner: City of Pocatello

Contractor: Pro Builders, Inc

The following is a description of changes hereby requested to the contract documents for the above-identified property.

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

Base Contract Amount \$ 66,808.⁰⁰

Plus Previously-Approved Change Orders
List: _____ \$ 22,970.⁰⁰

Plus Change Order Requested Above \$ 8,851.⁰⁰

Revised Contract Amount \$ 98,629.⁰⁰

New Project Completion Date: 10-5-2026

Contractor Signature: [Signature]

Owner(s) funds are: ☒ adequate ☐ inadequate for this change order

[Signature]
Grants Administrator

The above changes are:

☒ Approved ☐ Rejected Project Manager: Cary Rhodes

☒ Approved ☐ Rejected Grants Manager: [Signature]



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

City of Pocatello
Cary Rhodes

October 5, 2026

Re: Upper City Creek Parking Area

Change Order
Description

Additional $\frac{3}{4}$ " needed to gravel the additional area where dirt was removed
on the south and west sides to match grades.

167 yards @ \$53.00 yard per bid

TOTAL PRICE FOR ABOVE: \$ 8,851.00

Mickelsen Construction INC
1908 Tank Farm Rd

Ticket #: 790331
Date: 09/30/2026 4:14 PM
Phone: (208) 478-1482
Fax: (208) 478-1489

Pocatello ID, 83204

Customer: PROBUI
PRO BUILDERS
970 W CEDAR
POCATELLO IDAHO, 83201

Order Number: ORDER2
CITY CREEK
Tons: 861.200
Loads: 49

1633 yards

Truck: PROBUILDERS745 - probuilders 745

Location:

PO #:

Remarks: THANK YOU FOR YOUR BUSINESS!!

Gross	63480	Scale 1	4:14 PM
Tare	28720	STORED	4:14 PM
Net	34760		

Signature:

Material	Quantity	Price	Material \$	Delivery \$	Misc \$	Tax \$	Line Total \$
3/4" ROADBASE	17.38 tn						