



## CRA BOARD OF COMMISSIONERS

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## Memorandum

DATE: May 16, 2023  
TO: CRA Board of Commissioners  
FROM: Horacio Danovich, Consultant  
THROUGH: Gregory P. Harrison, Executive Director  
          Nguyen Tran, Director  
  
RE: MBR Change Order – Old Town’s Backyard Improvements

### Background

On July 21, 2020 the CRA Board approved the rankings of RFQ P-16-20. MBR was ranked No. 1 and the CRA Board authorized staff to negotiate a GMP for construction services related to Old Town’s Backyard project. The project entailed improvements to the north-south alleyway from NE 1st Street to NE 2nd Street. Upgrades to the alleyway were intended to supplement proposed work by private restaurateurs and retail space owners to create a vibrant, active and lively atmosphere in Old Town. The goal was to build the necessary infrastructure in support of private developers’ improvements. To that effect, MBR was tasked to compile a proposal to assist the CRA with demolition and required earthwork; installation of all underground utilities; construction of a new patio deck behind 165 NE 1 Avenue; installation of pavers and curbing; installation of landscaping and irrigation equipment; conduct miscellaneous asphalt and concrete work; design and install required site lighting; and procure and install site furnishings and fencing.

On September 15, 2020, via Resolution 2020-43, the CRA executed a CMAR contract with the firm. The CRA Board authorized staff to proceed to award the contract in the sum of \$1,620,000.00.

MBR has submitted a second Change Order request (see Exhibit “A”) in the amount of \$88,066.01. This request includes details related to 23-line item changes describing the work and associated cost. The specific work related to these items were reviewed by staff including the backup materials provided by MBR (i.e., description of the work, unit cost, reason for the work, etc.).

### Recommendation

Staff recommends approval of MBR’s Change Order request and that the firm should be compensated and reimbursed for the work. In addition, a budget adjustment will be required as the project funds have been exhausted and is attached as (Exhibit B).