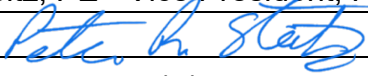


<u>Contract Sum Adjustments:</u>	
Description	Amount
Original Contract Sum	\$54,000.00
Changes to Date	\$0.00
Amount of this Change	\$19,500.00
Revised Contract Sum	\$73,500.00
<u>Signatures:</u>	
Project Manager Name:	Bounkheana Chhun
Project Manager Signature:	
Contractor Name and Title:	Peter "Rusty" Steitz, PE - Vice President, Facilities Engineering
Contractor Signature:	
Date:	3/2/2026
City Attorney Signature (if change order exceeds 25% of original contract price) *an attached email from the City Attorney is acceptable	<div style="border: 1px solid red; padding: 5px; display: inline-block;">SEE ATTACHED</div>
<u>Directions for Project Manager:</u>	
Before submitting this change order, ensure that the following compliance requirements are reviewed and updated if applicable:	
<u>1.Payment and Performance Bond Compliance:</u>	
oIf the change order increases the total contract price, review the contractor’s payment and performance bonds with procurement. Ensure they cover the new contract amount, including any increase. If additional bonds are required, work with procurement to request them from the contractor.	
<u>2.AA/EEO Compliance:</u>	
o If the contractor’s total accumulated City contract awards exceed \$50,000 within the past 12 months, the vendor must comply with Affirmative Action (AA) and Equal Employment Opportunity (EEO) regulations. Coordinate with procurement to verify the contractor’s compliance before proceeding.	
<u>3.Prevaling Wage Compliance:</u>	
oConfirm if the project exceeds federal, state, or city funding thresholds for prevailing wages. City Ordinance: Applies if the project is city-funded or state-funded and exceeds \$25,000.	
4.Attach this change order form, along with the supporting documents, to a requisition. If the change order amount exceeds 25% of the original contract price, City Attorney approval is required.	



Re: TKDA Change Order Review

From Cristina Cruz-Jennings <Cristina.Cruz-Jennings@ci.stpaul.mn.us>

Date Tue 2/24/2026 2:28 PM

To Bounkheana Chhun <Bounkheana.Chhun@ci.stpaul.mn.us>

This looks ok to me!

Get [Outlook for iOS](#)

From: Bounkheana Chhun <Bounkheana.Chhun@ci.stpaul.mn.us>

Sent: Tuesday, February 24, 2026 12:23:31 PM

To: Cristina Cruz-Jennings <Cristina.Cruz-Jennings@ci.stpaul.mn.us>

Subject: TKDA Change Order Review

Good Afternoon Cristina,

Please see the attached change order form and scope of work for TKDA which exceeds the 25% cost of the original project.

Based on staff workload and electrical expertise, we would like to expand their scope to include construction services and support.

Let me know if you have any questions or need any other support documentation.

Thanks,
Bounkheana