



CHANGE ORDER REQUEST FORM

DATE:	July 22, 2026
BID/CONTRACT CONTACT:	Alberto Rivera
DEPARTMENT/DIVISION:	Economic Development
BID/CONTRACT NUMBER:	3259
BID/CONTRACT TITLE:	Hunden/Market Analysis Development Potential 6 Districts
BID/CONTRACT FUNDING SOURCE:	111000-6200
ORIGINAL BID/CONTRACT AMOUNT:	\$98,000.00

BID/CONTRACT INFORMATION

City Manager's Current Change Order Limit:	\$	24,500.00
Current Change Order Amount:	\$	1,998.34
City Manager's Cumulative Change Order Limit:	\$	24,500.00
Cumulative Change Order Limit (25% of Original Contract):	\$	24,500.00
Previous Change Order Amount:	\$	-
Cumulative Change Order Amount:	\$	1,998.34
<i>(If this amount turns red, STOP and contact Purchasing.)</i>		

CHANGE ORDER JUSTIFICATION

In this section, please provide an explanation for the change order.

On June 26, 2025, a Professional Services Contract was executed with Hunden Strategic Partners, Inc. for a Market Analysis/Development Study in the amount of \$98,000. Upon completion of the project, it was determined that the addition of travel expenses caused the contract to exceed \$98,000, as well as the \$100,000 threshold for City Council approval. Change Order No. 1 was approved by the City Manager in the amount of \$1,998.34. This will be paid out of 111000-6200. For any questions contact Alberto Rivera.

CITY COUNCIL ACTION REQUIRED

For Current Change Order:	NO
For Cumulative Change Order:	NO