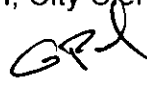




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LETTER OF TRANSMITTAL

To: Cyril Videgar, Assistant City Attorney
Darin Atteberry, City Manager
Wanda Nelson, City Clerk

From: Gerry S. Paul 
Director of Purchasing & Risk Management

Date: October 17, 2013

Re: 7543 New Office Building at Nix Farm

913 5922

Attached please find three (3) sets of contract documents regarding the above-mentioned matter.

The bidder received the award through the normal Bid process.

- a. The project is straight forward, well designed, and we have a good contractor. Therefore we don't anticipate any major issues or concerns. Weather could be a minor concern as we break ground on this project on Oct 28. If we have an early hard winter the weather could delay the project some or potentially increase the project costs.
- b. All funding is secured within a Capital Project funded by Natural Areas Revenues. We have approximately 5% in contingency funds; which should be enough to complete the project within budget. We have worked with the Contractor for the past few weeks performing a value engineering audit; which has reduced the cost of the project some and increased our contingency.
- c. The project is using a geothermal well system to help reduce the energy needed to heat the building. A test well will be drilled to determine the number and depth of holes to be drilled based upon the soil conditions. Our design and contract has contingency built in; but it could be possible that additional drilling will be required at a cost above our current contract.

Cyril, please approve as to form and forward to the City Manager.

Darin, please please sign the contract documents and forward them to the City Clerk.

Wanda, please call Purchasing, Gerry will come over, sign and initial the contracts and have you attest his signature. Thanks.