



FARRAGUT BOARD OF MAYOR AND ALDERMEN
Farragut Town Hall
11408 Municipal Center Drive

AGENDA
May 22, 2025

BMA MEETING
6:00 PM

- I. Roll Call, Silent Prayer, Pledge of Allegiance**
- II. Approval of Agenda**
- III. Approval of Minutes**
 - A. May 8, 2025**
- IV. Mayor's Report**
- V. Ordinances & Resolutions**
 - A. Ordinance**
 - 1. Public Notice and Second Reading**
 - a)** Approval of Ordinance 25-07 amending Farragut Municipal Code Chapter 12 Municipal Court, Section 12-8, Office of municipal court clerk; to replace the existing section in its entirety with a new ordinance; court clerk to be designated by the Town Administrator
 - 2. First Reading**
 - a)** Approval of Ordinance 25-08, ordinance amending the Fiscal Year 2024-2025 General Fund, Capital Investment Program & Tourism Funds
- VI. Business Items**
 - A.** Approval of Request for Supplement from LDA Engineering, Inc. for Additional Design Services for Virtue Road/Boyd Station Road Improvements Project.
 - B.** Approval of Change Order 5, Contract 2022-07, Farragut Advanced Traffic Management System (ATMS)
 - C.** Approval of Wright Construction, Town Hall Contract Change Order #2
 - D.** Approval of Wright Construction, Town Hall Contract Change Order #3
- VII. Citizens Forum**
- VIII. Town Administrator's Report**

11408 MUNICIPAL CENTER DR | FARRAGUT, TN 37934 | 865.966.7057 |
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It is the policy of the Town of Farragut not to discriminate on the basis of race, color, natural origin, gender, gender identity, sexual orientation, age, religion, disability or veteran status pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs. To request accommodations due to disabilities, please call 865-966-7057 in advance of the meeting

IX. Town Attorney's Report

The Board of Mayor and Aldermen welcomes and invites Farragut residents to participate in public meetings.

Public Participation Guidelines for Farragut Board of Mayor and Aldermen meetings

At the end of each business meeting, there will be time reserved for public comment under the Citizen Forum agenda item. If you are interested in speaking, please fill out a blue comment card and turn it in to the Town Recorder or staff member. This time is set aside specifically for comments on items that are not on the Board of Mayor and Aldermen regular agenda for the meeting. Each speaker will be given three (3) minutes to speak on his/her topic.

The Board also seeks public comment on regular agenda items during the portion of the meeting devoted to discussion and consideration of the specific agenda item.

The Mayor may recognize individuals for public comment during both the regular agenda and Citizen Forum portions of the meeting based on the following guidelines.

1. The Mayor shall maintain and control the meeting to provide a professional and objective environment conducive to presentation and discussion of the agenda items;
2. Any Farragut resident interested in speaking should fill out a blue comment card stating which agenda item they would like to comment on and turn it in to the Town Recorder or a staff member;
3. Speakers shall come to the podium and identify themselves by name and street address;
4. Public comment shall be limited to three (3) minutes per individual. Time for public comment may be amended at the discretion of the Mayor; provided that when additional time is allowed, speakers with differing points of view are allowed the same amount of time if requested. Time is not transferable to other speakers;
5. Speakers should strive to avoid redundancy; different considerations than expressed by previous speakers on a subject are encouraged;
6. Comments that threaten violence or imminent physical harm toward any individual will not be tolerated.
7. Comments may support or oppose issues or measures;
8. Personal attacks on the character of individuals who hold different points of view that have no relationship to the merits of the matter or issue raised for discussion will not be tolerated.
9. An applicant, and/or their representative(s), for an item on the regular agenda shall be afforded the time necessary to present their request and respond to questions. The three (3) minute limitation shall not apply. However, the Mayor may ask an applicant to stay on point in order to facilitate the efficiency of the meeting.

Each speaker will be asked if they can agree to abide by the Comment Protocol. If so, please be prepared to speak when your name is called.

Tennessee Code Annotated 39-17-306. Disrupting meetings or processions.

- (a) A person commits an offense if, with the intent to prevent or disrupt a lawful meeting, procession, or gathering, the person substantially obstructs or interferes with the meeting, procession, or gathering by physical action or verbal utterance.
- (b) A violation of this section is a Class A misdemeanor.



MINUTES
May 8, 2025

BMA MEETING
6:00 PM

Roll Call, Silent Prayer, Pledge of Allegiance

Mayor Williams called the meeting to order at 6:00 PM. Roll Call for attendance: Alderman Burnette, yes; Vice-Mayor Meyer, yes; Alderman White, yes; Mayor Williams, yes; in addition to staff and member of the press. Alderman Cain arrived at 6:15 PM.

Approval of Agenda

Motion was made to approve the agenda as presented. Moved by Alderman Burnette, seconded by Vice-Mayor Meyer; voting yes, Mayor Williams, Vice-Mayor Meyer, Aldermen Burnette, and White; no nays; Alderman Cain was absent for the vote; motion passed.

Approval of Minutes

Motion was made to approve the minutes of April 24, 2025, as presented. Moved by Vice-Mayor Meyer, seconded by Alderman White; voting yes, Mayor Williams, Vice-Mayor Meyer, Aldermen Burnette, and White; no nays; Alderman Cain was absent for the vote; motion passed.

Mayor's Report

Proclamations for Public Works and Tourism weeks were presented.

Mayor Williams thanked Bud McKelvey for 38 years of service to the Town of Farragut.

Ordinances & Resolutions

Ordinance

First Reading

Approval of Ordinance 25-07 amending Farragut Municipal Code Chapter 12 Municipal Court, Section 12-8, Office of municipal court clerk; to replace the existing section in its entirety with a new ordinance; court clerk to be designated by the Town Administrator

Motion was made to approve Ordinance 25-07 on first reading. Moved by Vice-Mayor Meyer, seconded by Alderman White; Roll call vote; Alderman Burnette, yes; Alderman Cain, absent; Alderman White, yes; Vice-Mayor Meyer, yes; Mayor Williams, yes; motion passed.

Business Items

Approval of re-appointment for Brittany Moore to the Visual Resources Review Board.

Motion was made to re-appoint Brittany Morre to the Visual resources Review Board. Moved by Vice-Mayor Meyer, seconded by Alderman Burnette; voting yes, Mayor Williams,

Vice-Mayor Meyer, Aldermen Burnette, and White; no nays; Alderman Cain was absent for the vote; motion passed.

Approval for a contract with ADT/Everon for the installation of Access Control, Burglary, and Camera Systems at both the Farragut Community Center and Farragut Public Works facilities, through the Omnia Partners cooperative purchasing agreement (Contract #R220701)

Motion was made to approve the security installation contract with ADT/Everon through Omnia Partners cooperative purchasing agreement #R220701 in the amount of \$45,267.23.

Moved by Vice-Mayor Meyer, seconded by Alderman White; voting yes, Mayor Williams, Vice-Mayor Meyer, Aldermen Burnette, and White; no nays; Alderman Cain was absent for the vote; motion passed.

Alderman Cain arrived at 6:15 PM.

Approval of Contract 2025-15, Mayor Bob Leonard Park Pickleball Complex

Motion was made to approve bids and award of Contract 2025-15 to Baseline Sports Construction for the base bid and alternates totaling \$892,742. Moved by Alderman Burnette, seconded by Vice-Mayor Meyer.

George Ellis, 12650 Brass Lantern, thanked the board and staff for working through the process of moving the pickleball courts. Voting yes, Mayor Williams, Vice-Mayor Meyer, Aldermen Burnette, Cain, and White; no nays; motion passed.

Citizens Forum

Joey Ruffalo, 11319 Campbell Lakes Dr. thanked the Town for partnering with the Secretary of State to offer training about Human Trafficking.

Town Administrator's Report

David Smoak, Town Administrator, announced that the staff participated in a safety rodeo at the Public Works facilities. Bob Watt fishing rodeo will be on Saturday, May 10th. Ron Oestreich announced that the town has received the grant proceeds for the LWCF grant.

The meeting adjourned at 6:28 PM.

Ron Williams, Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Finance Director/Town Recorder

SUBJECT: Approval of Ordinance 25-07 amending Farragut Municipal Code Chapter 12 Municipal Court, Section 12-8, Office of municipal court clerk; to replace the existing section in its entirety with a new ordinance; court clerk to be designated by the Town Administrator

INTRODUCTION: To approve an ordinance amending the appointment of the Court Clerk from the Board of Mayor and Aldermen to the Town Administrator.

DISCUSSION: The Municipal Court Clerk role is currently a position that is appointed by the Board of Mayor and Aldermen through a resolution process. The Town’s long serving court clerk recently resigned leaving a vacancy in the position. After researching how other municipalities fill similar roles, it is being recommended to the Board of Mayor and Aldermen to amend the ordinance to authorize the Town Administrator to appoint an employee as the Municipal Court Clerk. The court clerk role is not a full-time position, however their duties are extremely important in carrying out and adhering to proper court procedures. This amendment will help streamline the appointment process and allow for current job functions to align with the duties of the clerk.

RECOMMENDATION BY: Town Administrator David Smoak and Allison Myers, Finance Director/Town Recorder, for approval.

PROPOSED MOTION: To approve Ordinance 25-07 on second and final reading.

BOARD ACTION:

MOTION BY:_____ **SECONDED BY:**_____

<u>VOTE/TOTAL</u>	<u>BURNETTE</u>	<u>CAIN</u>	<u>WHITE</u>	<u>MEYER</u>	<u>WILLIAMS</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

ORDINANCE	25-07
PREPARED BY	Myers
PUBLIC HEARING	May 22, 2025
PUBLISHED IN	Farragut Press
DATE	May 7, 2025
1 ST READING	May 8, 2025
2 nd READING	May 22, 2025
PUBLISHED IN	Farragut Press
DATE	_____

AN ORDINANCE TO AMEND THE FARRAGUT MUNICIPAL CODE, CHAPTER 12, MUNICIPAL COURT, SECTION 12-8. TO REPLACE THE EXISTING OFFICE OF MUNICIPAL COURT CLERK IN ITS ENTIRETY WITH A NEW ORDINANCE

WHEREAS, the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, wishes to amend the Farragut Municipal Code, Chapter 12, Section 12-8, Office of Municipal Clerk.

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, that the Farragut Municipal Code is hereby amended by replacing the existing Office of Municipal Clerk section in its entirety with a new ordinance as follows:

SECTION 1.

Sec. 12-8. Office of municipal court clerk.

There is hereby established the office of municipal court clerk, which office shall be filled and designated by the Town Administrator. The continuing education requirements of the municipal court clerk are governed by T.C.A. § 16-18-309.

SECTION 2.

This ordinance shall take effect from and after its final passage and publication, the public welfare requiring it.

Ron Williams, Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Finance Director/Town Recorder

SUBJECT: Ordinance 25-08, an Ordinance of the Town of Farragut, Tennessee amending the Fiscal Year 2024-2025 General Fund, Capital Investment Program and ARPA Fund budgets, passed by Ordinance 24-07

INTRODUCTION:

The purpose of this agenda item is to approve Ordinance 25-08 on first reading to amend the Fiscal Year 2025 General Fund, Capital Investment Program and Tourism Fund budgets.

General Fund

DISCUSSION:

The General Fund will be amended by increasing expenditures from \$11,188,302 to \$11,332,352, an increase of \$144,050 for the following line items in the general fund budget. Funds will be utilized from fund balance.

Department	Requested Amount	Original Budget	Amended Budget
Public Works-Vehicle Maintenance	\$10,000	\$50,000	\$60,000
Vehicle Maintenance-The funds were transferred to the Parks Department's vehicle maintenance line item when the park maintenance crew transitioned from Public Works to the Parks Department. However, vehicle maintenance continues to be performed by the Public Works Department. 43000-2610			
Non-Departmental-Legal Services	\$35,000	\$140,000	\$175,000
Legal Services-Cost have been higher than expected due to ongoing litigation. 44000-2520			
Non-Departmental-Mixed Drink Tax	\$97,000	\$180,000	\$277,000
Mixed Drink Tax - This line item is used to remit payment to Knox County for half of the funds collected from Mixed Drink Tax. The expenditure will need to be increased to reflect the increase in revenue collected. 44000-5180			
Reclassifying the First Aid Supplies	\$2,050	\$4,200	\$6,250
Account from General Government (110-41800-3010) to Human Resources Department (110-41990-3010) AED for the Museum			
The first aid line item will be reclassified from the General Government department to Human Resources. The increase is due to adding an automatic external defibrillator (AED) to the museum and transitioning all first aid supplies, maintenance and AED maintenance to Unifirst.			

FINANCIAL SECTION: General Fund

Account Number: General Fund Expenditures

FY2025 Budget

\$11,188,302

Requested Amendment

\$144,050

FY2025 Amended Budget

\$11,332,352

Approved By: A. Myers

Capital Investment Program

DISCUSSION:

The Capital Investment Program will be amended by increasing expenditures from \$22,085,681 to \$22,339,681, an increase of \$254,000.

This amendment is needed for the professional services agreement for Virtue Road engineering, an increase of \$35,000.

The following project amendments are required to transfer budgeted funding from Fiscal Year 2024 to Fiscal Year 2025 totaling 254,000. The expenditure was budged in FY24 but not expended until FY25.

From FY2024 to FY2025		
	Original Budget	Amended Budget
Union Road Engineering	0	\$53,000
Pedestrian Warning Signals	0	\$166,000
Total		\$219,000

FINANCIAL SECTION: Capital Investment Program

Account Number: CIP Expenditures		
<u>FY2025 Budget</u>	<u>Requested Amendment</u>	<u>FY2025 Amended Budget</u>
\$22,085,681	\$254,000	\$22,304,681
Approved By: <u>A. Myers</u>		

Tourism Fund

DISCUSSION:

The Tourism Fund will be amended by increasing expenditures from \$594,491 to \$607,491, an increase of \$13,000. Additional Funds are needed due to the wayfinding sign planning project that was budgeted in FY24 but not expended until FY25.

FINANCIAL SECTION: Tourism Fund Budget

Account Number: Tourism Expenditures 122-47220-2540		
<u>FY2025 Budget</u>	<u>Requested Amendment</u>	<u>FY2025 Amended Budget</u>
\$594,491	\$13,000	\$607,491
Approved By: <u>A. Myers</u>		

RECOMMENDATION BY: Allison Myers, Finance Director/Town Recorder

PROPOSED MOTION: Motion to approve Ordinance 25-08 on first reading.

BOARD ACTION:

MOTION BY: _____ **SECONDED BY:** _____

VOTE/TOTAL

BURNETTE

MEYER

CAIN

WHITE

WILLIAMS

ORDINANCE	25-08
PREPARED BY	Myers
1 ST READING	May 22, 2025
2 ND READING	June 12, 2025
PUBLISHED IN	Farragut Press
DATE	June 12 ,2025

**AN ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE AMENDING THE
FISCAL YEAR 2024-2025 GENERAL FUND, CAPITAL INVESTMENT FUND,
AND ADA FUND BUDGETS, PASSED BY ORDINANCE 24-07**

WHEREAS, the Town of Farragut adopted the fiscal year 2024-25 budget by passage of Ordinance Number 24-07 on June 13, 2024; and

WHEREAS, pursuant to the Tennessee State Constitution, Section 24 of Article II, no public money shall be expended except pursuant to appropriations made by law; and

WHEREAS, expenses will be greater than budgeted in the General Fund, Capital Investment Fund, and ADA Fund budgets; and

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF FARRAGUT, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2024-2025 BUDGET AS FOLLOWS:

SECTION 1. Ordinance 24-07 is hereby amended by:

The **General Fund** will be amended by reclassifying the First Aid expenditure line item, 3010, from the General Government budget to the Human Resources Department budget and increasing expenditures from \$11,188,302 to \$11,332,352, an increase of \$144,050 (Public Works Department-\$10,000; Non-Departmental-\$132,000; Human Resources-\$2,050)

The **Capital Investment Program Budget** will be amended by increasing the expenditures from \$22,085,681 to \$22,304,681, an increase of \$254,000 (Virtue Road Engineering-\$35,000; Union Road Engineering-\$53,000; Pedestrian Warning Signals-\$166,000).

The **Tourism Fund** will be amended by increasing expenditures from \$594,491 to \$607,491, an increase of \$13,000 for the Wayfinding Project.

SECTION 2. The Board of Mayor and Aldermen authorizes the Town Recorder to make said changes in the accounting system.

SECTION 3. This ordinance shall take effect after its final passage and publication, the public welfare requiring it.

Ron Williams, Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Darryl Smith, PE**SUBJECT:** Approval of Request for Supplement from LDA Engineering, Inc. for Additional Design Services for Virtue Road/Boyd Station Road Improvements Project**INTRODUCTION:** The purpose of this item is the approval of a request for supplement from LDA Engineering for additional design services for the Virtue Road/Boyd Station Road project.**BACKGROUND:** The Board of Mayor and Aldermen approved a professional services agreement with LDA Engineering, Inc. for design services for improvements of Virtue Road/Boyd Station Road in April 2023.

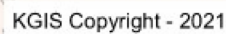
DISCUSSION: The project involves road improvements to Virtue Road and Boyd Station Road, along with a greenway extension from Evans Road to just south of property owned by Virtue Cumberland Presbyterian Church, tying to a greenway proposed through the Grove at Boyd Station Subdivision. Our original plan showed the greenway along the western side of Virtue Road, but this would involve a significant impact to properties along the route, requiring retaining walls and a pedestrian bridge. One option is a timber boardwalk along the east side of Virtue Road, from Turkey Creek Road to the Grove Subdivision, approximately 1,650 feet. While this option is more expensive than the original alignment, the additional expense will be partially offset by elimination of the retaining walls and pedestrian bridge. LDA Engineering's request for supplement includes a lump sum fee of \$58,000, increasing their fee for Phase 2 of project development (Final Design) from \$288,000 to \$346,000. Total fee for project development will increase from \$739,000 to \$797,000.

FINANCIAL SECTION:**Project: Virtue Road/Boyd Station Road Improvements**

<u>Project Budget</u>	<u>Requested Amount</u>	<u>Contracted Amount</u>	<u>Remaining Amount</u>
\$797,000	\$58,000	\$739,000	\$0

Approved By: A. Myers**RECOMMENDATION BY:** Darryl Smith, PE, Town Engineer, for approval.**PROPOSED MOTION:** Approval of Supplement Request 1 from LDA Engineering, Inc. with fee of \$58,000.**BOARD ACTION:****MOTION BY:** _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>MEYER</u>	<u>BURNETTE</u>	<u>WHITE</u>	<u>CAIN</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____



1200 Feet South of Needlegrass Lane to Willow Cove Way

Printed: 9/8/2021 at 5:21:04 PM

A horizontal number line with tick marks at 0, 390, 780, and 1,560. A solid black bar is drawn below the line from 0 to 780. Below this bar is a bracket labeled "ft".

KGIS makes no representation or warranty as to the accuracy of his map and its information nor to its fitness for use. Any user of this map product accepts the same AS IS, WITH ALL FAULTS, and assumes all responsibility for the use thereof, and further covenants and agrees to hold KGIS harmless from any and all damage, loss, or liability arising from any use of this map product.



LDA ENGINEERING

May 6, 2025

Mr. Darryl Smith, P.E.
Town of Farragut, Engineering Department
11408 Municipal Center Drive
Farragut, Tennessee 37934

Reference: Virtue Road and Boyd Station Road Improvements
Scope and Fee Supplement Request No. 1

Dear Darryl,

We appreciate the opportunity to work with the Town of Farragut on this project. Below is our supplement request to provide additional engineering services outside of the original scope of work.

PROJECT DESCRIPTION

LDA is currently under contract with the Town of Farragut to provide surveying and engineering services related to the reconstruction of Virtue Road and Boyd Station Road. This scope and fee supplement is for additional effort related to several items as outlined below, and pertains strictly to Phase 2 of the project, Final Design. Phases 3 and 4 are unchanged from our original contract.

This addition to the scope of work is related mainly to the decision to move the shared use path from the west side of Virtue Road to the east side. It also includes some tasks that will need to be repeated, because in the TDOT project flow, we are moving from Right-of-Way Plans (60%) to Preliminary Plans (30%). This requires additional TDOT review submittals and coordination.

SCOPE OF SERVICES

Phase 2 – Final Design

The Final Design Phase accounts for the majority of the project design development, as well as environmental permitting and utilities/railroad coordination.

- A. Revise Preliminary Plans to move the shared use path to the east side of Virtue Road. Due to existing slopes and flood plain considerations, change the shared use path from asphalt pavement to elevated timber boardwalk. Affected sheets include the following:
 - Typical Sections
 - R.O.W. Acquisition Table
 - Property Map
 - Removal and Relocation Plan
 - Plan and Profile
 - R.O.W. Details
 - Side Street and Driveway Profiles

- Retaining Wall Elevations
- Erosion Prevention & Sediment Control Plan
- Mid-Block Trail Crossings & Lighting Plan
- Signing and Pavement Markings
- Structural Plans
- Cross Sections

- B. Flatten curve CL12 to increase the sight distance and improve safety for vehicles exiting the church driveway.
- C. Develop Right-of-Way Plans – no changes from original contract.
- D. Recalculate the preliminary construction cost estimate based on TDOT pay item numbers and format.
- E. Utilities coordination and permitting – no changes from original contract.
- F. Public meetings – no changes from original contract.

ESTIMATED SCHEDULE - REVISED

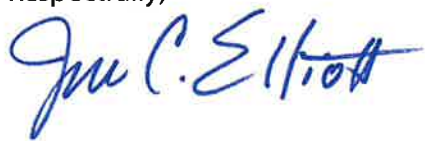
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|---|-------------------------|
| • Completion of NEPA Phase (CE approved) | June 2024 (Complete) |
| • Completion of Final Design Phase | September 2025 |
| • Completion of ROW Phase (all property acquired) | December 2026 |
| • Completion of Pre-Construction and Bidding | June 2027 (not revised) |

PROJECT FEES

LDA proposes to provide the services above for a lump sum amount of \$58,000. All services will be billed monthly, based on percent completion of the tasks. This supplement increases the total budget for Phase 2 from \$288,000 to \$346,000.

If all conditions of this proposal are acceptable, please sign below for authorization to proceed. Thank you again for this opportunity.

Respectfully,



Jason C. Elliott, P.E.
Principal / Engineer

ACCEPTANCE OF PROPOSAL AND AUTHORIZATION TO PROCEED

By: _____

Date: _____

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Darryl Smith, PE**SUBJECT:** Approval of Change Order 5 (Final Quantities Closeout), Contract 2022-07, Farragut Advanced Traffic Management System Phase 1**INTRODUCTION:** The purpose of this item is the approval of Change Order 5 to Contract 2022-07, Advanced Traffic Management System (ATMS) Phase 1**BACKGROUND:** The Board of Mayor and Aldermen awarded Contract 2022-07 to Progression Electric, LLC in November 2022, with a total bid of \$4,876,836.18**DISCUSSION:** The project is approaching closeout, and the intent of this change order is to balance the final quantities with the contracted price. Currently approved change orders total \$163,232.36, and actual quantities allow a credit of \$140,477.68, for a total additional cost (above original contract amount) of \$22,754.68.**FINANCIAL SECTION:****Project:** McFee Park Phase 4**Project Budget**

\$6,825,000

Requested Amount

\$22,754.68

**Contracted
Amount**

\$6,795,932.55

Remaining Amount

\$6,312.77

Approved By: A. Myers**RECOMMENDATION BY:** Darryl Smith, PE, Town Engineer for approval.**PROPOSED MOTION:** Approval of Change Order 5, Contract 2022-07, Farragut Advanced Traffic Management System Phase 1.**BOARD ACTION:****MOTION BY:** _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>MEYER</u>	<u>BURNETTE</u>	<u>WHITE</u>	<u>CAIN</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

Supplemental Agreement and/or Request for Construction Change Change Order Request #05

Project Title/Termini:	<u>Town of Farragut ATMS Phase 1</u>		
Owner:	<u>The Town of Farragut</u>	PIN:	<u>125462.00</u>
Address:	<u>11408 Municipal Center Dr</u>	State Project No.:	<u>47LPLM-F3-144</u>
	<u>Farragut, TN</u>	Federal Project No.:	<u>CM-9109(178)</u>
	<u>37934</u>	Contract No.:	<u>2022-07</u>
County:	<u>KNOX</u>		

Whereas, we The Town of Farragut with Travelers Casualty and Surety of America, as a Surety, entered into a contract with Progression Electric, LLC, on 11/10/2022, for the construction by said Contractor of the above designated contract; and Whereas, certain items of construction encountered, are not covered by the original contract, we desire to submit the following additional items of construction to be performed by the Contractor and paid by the Owner at the price(s) scheduled therefore below:

The purpose of this Change Order is to:

Balance the final quantities at the conclusion of Construction for the Farragut ATMS project.

As a result of this Change Order, contract time shall:

☒ Not Change, ☐ Increase by 0 days, ☐ Decrease by _____ days

Original Construction Completion Time: 540days (Date: 6/26/2024)

Original Contract Amount: \$4,876,836.18

Approved Change Orders: \$163,232.36

Current Change Order: \$-140,477.68

Pending Change Orders: \$0

Total Change Orders: \$22,754.68

Contract Completion Time with Change Orders: 575 days (Date: 7/31/2024)

**Supplemental Agreement and/or Request for Construction Change
Change Order Request # 05**

Unit prices listed below include labor, materials, profit, overhead, and incidentals necessary to complete this work. A separate attached spreadsheet with the same information may be used in lieu of the table below.

Item No.	Description	Unit	Current/ Pending Quantities	Revised Quantities	QTY Over + QTY Under -	Contract Price	Net Amount Due Change
202-03	REMOVAL OF RIGID PAVEMENT, SIDEWALK, ETC.	SY	70	235.7	165.7	\$36.90	\$6114.33
202-03.01	REMOVAL OF ASPHALT PAVEMENT	SY	180	27.8	-152.2	\$28.80	\$-4383.36
202-08.10	REMOVAL OF CURB	LF	25	980.2	955.2	\$51.60	\$49288.32
202-08.15	REMOVAL OF CURB & GUTTER	LF	1310	75	-1235	\$25.2	\$-31122.00
209-05	SEDIMENT REMOVAL	CY	60	0	-60	\$86.40	\$-5184.00
209-09.43	CURB INLET PROTECTION (TYPE 4)	EACH	90	0	-90	\$253.20	\$-22788.00
407-02.14	ASPHALT PAVEMENT REPAIR	SY	150	2	-148	\$135.6	\$-20068.8
407-20.05	SAW CUTTING ASPHALT PAVEMENT	LF	1420	171.7	-1248.3	\$3.60	\$-4493.88
701-01.01	CONCRETE SIDEWALK (4")	SF	420	2106.40	1686.4	\$40.20	\$67793.28
701-02.01	CONCRETE CURB RAMP (RETROFIT)	SF	7440	6146.2	-1293.8	\$34.38	\$-44480.84
701-02.03	CONCRETE CURB RAMP	SF	50	112.5	62.5	\$176.40	\$11025.00
701-03	CONCRETE MEDIAN PAVEMENT	CY	10	4.8	-5.2	\$1578.00	\$-8205.60
702-01	CONCRETE CURB	CY	10	32	22	\$1080.00	\$23760.00
702-03	CONCRETE COMBINED CURB & GUTTER	CY	90	4.33	-85.67	\$1140.00	\$-97663.80

Supplemental Agreement and/or Request for Construction Change Change Order Request # 05

Unit prices listed below include labor, materials, profit, overhead, and incidentals necessary to complete this work. A separate attached spreadsheet with the same information may be used in lieu of the table below.

Item No.	Description	Unit	Current/ Pending Quantities	Revised Quantities	QTY Over + QTY Under -	Contract Price	Net Amount Due Change
712-05.03	WARNING LIGHTS (TYPE C)	EACH	50	15	-35	\$65.38	\$-2288.3
713-14.21	STREET NAME SIGN (RIGID 0.100IN THICK)	EACH	15	18	3	\$687.88	\$2063.64
716-02.03	PLASTIC PAVEMENT MARKING (CROSSWALK)	LF	80	77	-3	\$12.00	\$-36.00
716-02.04	PLASTIC PAVEMENT MARKING (CHANNELIZATION STRIPING)	SY	40	33.89	-6.11	\$30.00	\$-183.30
716-02.05	PLASTIC PAVEMENT MARKING (STOP LINE)	LF	310	278	-32	\$18.00	\$-576
716-02.06	PLASTIC PAVEMENT MARKING (TURN LANE ARROW)	EACH	12	10	-2	\$240.00	\$-480
716-02.08	PLASTIC PAVEMENT MARKING (8" DOTTED LINE)	LF	165	6	-159	\$3.30	\$-524.70
716-02.09	PLASTIC PAVEMENT MARKING (LONGITUDINAL CROSS-WALK)	LF	930	811	-119	\$30.00	\$-3570.00
716-04.01	PLASTIC PAVEMENT MARKING (STRAIGHT-TURN ARROW)	EACH	12	10	-2	\$270.00	\$-540
716-04.05	PLASTIC PAVEMENT MARKING (STRAIGHT ARROW)	EACH	2	0	-2	\$210.00	\$-420
						\$	\$
						\$	\$

Supplemental Agreement and/or Request for Construction Change
Change Order Request # 05

Unit prices listed below include labor, materials, profit, overhead, and incidentals necessary to complete this work. A separate attached spreadsheet with the same information may be used in lieu of the table below.

Item No.	Description	Unit	Current/ Pending Quantities	Revised Quantities	QTY Over + QTY Under -	Contract Price	Net Amount Due Change
716-04.12	PLASTIC PAVEMENT MARKING (YIELD LINE)	SF	20	31	11	\$30.00	\$330
716-08.01	REMOVAL OF PAVEMENT MARKING (LINE)	LF	370	156	-214	\$1.20	\$-256.8
716-08.03	REMOVAL OF PAVEMENT MARKING (CROSS-WALK)	LF	940	772	-168	\$9.00	\$-1512.00
716-08.05	REMOVAL OF PAVEMENT MARKING (STOP LINE)	LF	220	292	72	\$9.00	\$648
716-08.06	REMOVAL OF PAVEMENT MARKING (TURN LANE ARROW)	EACH	5	11	6	\$90.00	\$540
716-08.07	REMOVAL OF PAVEMENT MARKING (STRAIGHT-TURN ARROW)	EACH	1	3	2	\$120.00	\$240
716-08.14	REMOVAL OF PAVEMENT MARKING (YIELD LINE)	SF	20	21	1	\$12.00	\$12.00
						\$	\$

Supplemental Agreement and/or Request for Construction Change Change Order Request # 05

Unit prices listed below include labor, materials, profit, overhead, and incidentals necessary to complete this work. A separate attached spreadsheet with the same information may be used in lieu of the table below.

Item No.	Description	Unit	Current/ Pending Quantities	Revised Quantities	QTY Over + QTY Under -	Contract Price	Net Amount Due Change
716-13.01	SPRAY THERMO PVMT MRKNG (60 MIL) (4IN LINE)	LM	0.3	0.285	-0.015	\$18000	\$-270
725-21.32	CAT 6 CABLE	LF	2470	2636	166	\$1.67	\$277.22
725-23.21	FIBER OPTIC DROP CABLE (12 F)	LF	6550	5071	-1479	\$1.16	\$-1715.64
725-23.28	FIBER OPTIC SPLICE FUSION	EACH	356	842	486	\$70.42	\$34224.12
730-02.41	SIGNAL HEAD MODIFICATION (RELOCATE SIGNAL HEAD)	EACH	17	24	7	\$420.75	\$2945.25
730-02.42	SIGNAL HEAD MODIFICATION (REMOVE SIGNAL HEAD)	EACH	40	47	7	\$50.16	\$351.12
730-03.21	INSTALL PULL BOX (TYPE B)	EACH	25	28	3	\$903.12	\$2709.36
730-03.23	INSTALL PULL BOX (FIBER OPTIC - TYPE A)	EACH	35	36	1	\$2212.91	\$2212.91
730-08.02	SIGNAL CABLE - 5 CONDUCTOR	LF	15060	15094	34	\$1.48	\$50.32
730-08.03	SIGNAL CABLE - 7 CONDUCTOR	LF	14100	18085	3985	\$1.90	\$7571.50
730-08.04	SIGNAL CABLE - 9 CONDUCTOR	LF	4760	6302	1542	\$2.51	\$3870.42
730-10.02	MESSANGER CABLE - 1/4" DIAMETER	LF	24590	23215	-1375	\$2.70	\$-3712.50
730-12.02	CONDUIT 2" DIAMETER (PVC)	LF	7110	9215	2105	\$11.75	\$24733.75

Supplemental Agreement and/or Request for Construction Change Change Order Request # 05

Unit prices listed below include labor, materials, profit, overhead, and incidentals necessary to complete this work. A separate attached spreadsheet with the same information may be used in lieu of the table below.

Item No.	Description	Unit	Current/ Pending Quantities	Revised Quantities	QTY Over + QTY Under -	Contract Price	Net Amount Due Change
730-12.13	CONDUIT 2" DIAMETER (JACK AND BORE)	LF	17400	12567	-4833	\$25.70	\$-124208.10
730-23.30	PEDESTAL POLE (PEDESTRIAN)	EACH	20	23	3	\$1804.96	\$5414.88
730-26.05	COUNTDOWN PEDESTRIAN SIGNAL	EACH	31	32	1	\$501.10	\$501.10
730-26.06	PEDESTRIAN PUSHBUTTON POST	EACH	42	46	4	\$1336.08	\$5344.32
730-26.09	PEDESTRIAN PUSHBUTTON WITH 15IN SIGN	EACH	120	126	6	\$876.35	\$5258.10
740-11.01	TEMPORARY SEDIMENT TUBE 8IN	LF	4870	4992	122	\$18.58	\$2266.76
790-98.04	REMOVE FIBER OPTIC CABLE	LF	14010	14002	-8	\$0.77	\$-6.16
803-01	SODDING (NEW SOD)	SY	770	285	-485	\$9.60	\$-4656.00
725-23.16	FIBER OPTIC CABLE (144 F)	LF	56890	46438	-10452	\$2.85	\$-29788.20
730-15.12	MODIFY CABINET (TRANSFER PREEMPTION EQUIPMENT)	EACH	10	9	-1	\$1033.22	\$-1033.22
793.07.07	144 FIBER (MATERIAL ONLY)	LS	0	1	1	\$13980.91	\$13980.91
793.07.01	12 FIBER (MATERIAL ONLY)	LS	0	1	1	\$162.92	\$162.92
						\$	\$
						\$	\$
						\$	\$
						\$	\$
						\$	\$

Now, Therefore, We, The Town of Farragut Contractors, and Travelers Casualty and Surety of America, Surety, hereby agree to the Supplemental Agreement consisting of the above mentioned items and prices, and agree that this Supplemental Agreement is hereby made a part of the original contract and will be performed by this Contractor in accordance with specifications thereof, and that the original contract remain in full force and effect, except insofar as specifically modified by this Supplemental Agreement.

Recommended for Approval	Carey Lewter - WSP		5/2/25
	Engineer/CEI (Signature)		Date
Approved	By:		
	Contractor (Signature)		Date
	By:		
	Surety (Signature)		Date
Approved for Eligibility	By:		
	Local Programs (Signature)		Date

Overrun/Underrun Explanation

Project: Farragut ATMS Phase 1

PIN: 125462

Owner: Town of Farragut

State Project No. 47LPLM-F3-144

Address: 11408 Municipal Center Dr

Federal Project No. CM-9109(178) Farragut, TN

County: Knox

Item No.

202-03 REMOVAL OF RIGID PAVEMENT, SIDEWALK, ETC.

Additional removal was required above the estimated amount due to site conditions not anticipated during the design.

202-03.01 REMOVAL OF ASPHALT PAVEMENT

Minimal removal of asphalt was needed when the site was assessed.

202-08.10 REMOVAL OF CURB

Additional removal was required above the estimated amount due to site conditions not anticipated during the design.

202-08.15 REMOVAL OF CURB & GUTTER

Minimal removal of asphalt was needed when the site was assessed.

209-05 SEDIMENT REMOVAL

No sediment removal was required on this project.

209-09.43 CURB INLET PROTECTION (TYPE 4)

The item was not needed for this project.

407-02.14 ASPHALT PAVEMENT REPAIR

The item was not needed for this project.

407-20.05 SAW CUTTING ASPHALT PAVEMENT

Minimal cutting was required on this project

701-01.01 CONCRETE SIDEWALK (4")

Additional sidewalk replacement was needed in the project areas due to site conditions assessed at the time of installation

701-02.03 CONCRETE CURB RAMP

Additional concrete curb ramp was required due to the addition of replacement sidewalk amounts

701-03 CONCRETE MEDIAN PAVEMENT

Minimal median was required on this project.

702-01 CONCRETE CURB

Minimal median was required on this project.

702-03 CONCRETE COMBINED CURB & GUTTER

Minimal amounts were needed on this project.

712-05.03 WARNING LIGHTS (TYPE C)

Minimal amounts of warning lights were needed for the selected traffic control configurations.

713-14.21 STREET NAME SIGN (RIGID 0.100IN THICK)

2 additional street name signs were required due to a road that was added between the time of design and the time of construction

716-02.03 PLASTIC PAVEMENT MARKING (CROSSWALK)

Slightly less distance of crosswalk markings were required for this project

716-02.04 PLASTIC PAVEMENT MARKING (CHANNELIZATION STRIPING)

Slightly less distance of markings were required for this project

716-02.05 PLASTIC PAVEMENT MARKING (STOP LINE)

Slightly less distance of markings were required for this project

716-02.06 PLASTIC PAVEMENT MARKING (TURN LANE ARROW)

2 less turn lane arrows were required than called for by the design.

716-02.08 PLASTIC PAVEMENT MARKING (8" DOTTED LINE)

Significantly less markings were required for this project

716-02.09 PLASTIC PAVEMENT MARKING (LONGITUDINAL CROSS-WALK)

Slightly less markings were required for this project

716-04.01 PLASTIC PAVEMENT MARKING (STRAIGHT-TURN ARROW)

2 less turn lane arrows were required than called for by the design.

716-04.12 PLASTIC PAVEMENT MARKING (YIELD LINE)

Slightly more marking was needed than called for by design

716-08.01 REMOVAL OF PAVEMENT MARKING (LINE)

Fewer markings were present to remove than called for by design.

716-08.03 REMOVAL OF PAVEMENT MARKING (CROSS- WALK)

Slightly more markings were present to remove than called for by design.

716-08.05 REMOVAL OF PAVEMENT MARKING (STOP LINE)

Slightly more markings were present to remove than called for by design.

716-08.06 REMOVAL OF PAVEMENT MARKING (TURN LANE ARROW)

More arrow markings were present to remove than called for by design.

716-08.07 REMOVAL OF PAVEMENT MARKING (STRAIGHT-TURN ARROW)

More arrow markings were present to remove than called for by design.

716-08.14 REMOVAL OF PAVEMENT MARKING (YIELD LINE)

Slightly more markings were present to remove than called for by design.

716-13.01 SPRAY THERMO PVMT MRKNG (60 MIL) (4IN LINE)

Slightly less markings were required than called for by design.

725-21.32 CAT 6 CABLE

Additional footage was required due to distance difference from design.

725-23.21 FIBER OPTIC DROP CABLE (12 F)

Less footage of cable was required for actual field installations.

725-23.28 FIBER OPTIC SPLICE FUSION

Additional fiber optic splices were utilized due to change order and field configurations.

730-02.41 SIGNAL HEAD MODIFICATION (RELOCATE SIGNAL HEAD)

Additional relocations of existing heads were required due to differing site conditions from design.

730-02.42 SIGNAL HEAD MODIFICATION (REMOVE SIGNAL HEAD)

Additional heads were required to be removed due to differing site conditions from design.

730-03.21 INSTALL PULL BOX (TYPE B)

Additional pull boxes were required due to onsite conditions requiring additional underground access.

730-03.23 INSTALL PULL BOX (FIBER OPTIC - TYPE A)

Additional pull boxes were required due to onsite conditions requiring additional underground access.

730-05.04 MODIFY EXISTING ELECTRICAL SERVICE CONNECTION

Less service connection relocations were performed due to the addition of new electrical service installations.

730-08.02 SIGNAL CABLE - 5 CONDUCTOR

Slightly more cable footage was installed due to actual lengths calculated in the field as well as additional signal heads.

730-08.03 SIGNAL CABLE - 7 CONDUCTOR

Slightly more cable footage was installed due to actual lengths calculated in the field as well as additional signal heads.

730-08.04 SIGNAL CABLE - 9 CONDUCTOR

Slightly more cable footage was installed due to actual lengths calculated in the field as well as additional signal heads.

730-10.02 MESSENGER CABLE - 1/4" DIAMETER

Slightly less cable footage was installed due to actual lengths calculated in the field.

730-12.02 CONDUIT 2" DIAMETER (PVC)

Additional conduit footage was required due to some bore locations being able to be trenched.

730-12.13 CONDUIT 2" DIAMETER (JACK AND BORE)

Less bore footage was required due to select areas being able to be trenched.

730-23.30 PEDESTAL POLE (PEDESTRIAN)

Additional ped poles required due to site conditions and pole locations.

730-26.05 COUNTDOWN PEDESTRIAN SIGNAL

Additional ped signal required due to the addition of ped poles due to site conditions.

730-26.06 PEDESTRIAN PUSHBUTTON POST

Additional ped buttons required due to site conditions and pole locations.

730-26.09 PEDESTRIAN PUSHBUTTON WITH 15IN SIGN

Additional ped signs required due to the addition of ped poles due to site conditions.

740-11.01 TEMPORARY SEDIMENT TUBE 8IN

Additional sediment tube was required to maintain erosion control standards.

790-98.04 REMOVE FIBER OPTIC CABLE

Slightly less footage was calculated in the field for actual fiber removal.

803-01 SODDING (NEW SOD)

Less sod was required to dress up disturbed areas.

725-23.16 FIBER OPTIC CABLE (144 F) (ADDED CO#2)

Slightly less footage was measured in the field than design called for.

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Allison Myers, Finance Director**SUBJECT:** Approval of Town Hall Construction Contract Change Order #2 with Wright Construction

INTRODUCTION: The purpose of this agenda item is to approve the Contract Change Order #2 with Wright Construction for the Town Hall Renovations.

BACKGROUND:

The original contract with Wright Construction was awarded in the amount of \$2,999,700.00. On December 12, 2024, the Board of Mayor and Aldermen approved Change Order #1, which increased the contract by \$11,219.00, bringing the total revised contract amount to \$3,010,919.00.

At the time of the original contract approval, the Board authorized the Town Administrator to approve potential change orders (PCOs) not exceeding \$25,000. During the December 12, 2024 meeting, the Board reviewed and approved PCOs 34, 35, and 37R, as their costs exceeded the \$25,000 threshold. PCO 37R, related to an upgrade of the fire alarm system, was authorized up to \$87,683.00 with a directive to explore opportunities for cost reduction.

DISCUSSION: Contract Change Order #2 encompasses the finalized scope and cost for the previously approved PCOs. Notably, PCO 37R, which was initially authorized at \$87,683.00, has been revised to a final amount of \$49,604.00, resulting in a cost reduction of \$38,079.00. All PCOs included in Change Order #2 have been completed and are now being presented for formal approval.

PCO 34	Replacement of compromised exterior glass pains.	\$9,484.00
PCO 35	Add LPV and base to rooms 121 & 254	\$2,191.00
PCO 36RR	Change in base board	\$3,454.00
PCO 37RRRR	Upgrade the complete fire alarm system-add 23 days to the schedule	\$49,604.00
PCO 41RR	Undercut aluminum and wood doors to clear tile flooring- add 7 days to the schedule	\$10,855.00
	Unused allowances for signage and testing	-\$13,150
	Total Change Order	\$62,438.00

Staff recommend approval of the Wright Construction contract change order #2 in the amount of \$62,438.00 above the contract price of \$3,010,919.00. The new contract with these changes will be \$3,073,357.00.

FINANCIAL SECTION: ARPA Fund-Town Hall Building Improvements

Account Number: 316-41830-9210

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Expenditures & Contracts to Date</u>	<u>Account Balance</u>
\$4,000,000	\$62,438.00	\$3,829,777.75	\$107,784.25

Approved By: A. Myers

RECOMMENDATION BY: Allison Myers, Finance Director, for approval.

PROPOSED MOTION: Approval of change order #2 in the amount of \$62,438 in contract #2024-07 Farragut Town Hall Interior Renovations, Wright Construction. The new contract amount will be \$3,073,357.00

BOARD ACTION:

MOTION BY:_____ **SECONDED BY:**_____

<u>VOTE/TOTAL</u>	<u>BURNETTE</u>	<u>MEYER</u>	<u>CAIN</u>	<u>WHITE</u>	<u>WILLIAMS</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____



AIA® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> Farragut Town Hall Interior Renovations 11408 Municipal Center Drive	CONTRACT INFORMATION: Contract For: General Construction Date: December 06, 2023	CHANGE ORDER INFORMATION: Change Order Number: 02 Date: February 25, 2025
OWNER: <i>(Name and address)</i> The Town of Farragut 11408 Municipal Center Drive Farragut TN 37934	ARCHITECT: <i>(Name and address)</i> Cope Associates, Inc. 2607 Kingston Pike, Ste 5 Knoxville TN 37919	CONTRACTOR: <i>(Name and address)</i> Wright Contracting, Inc. 1116 Farrington Drive Knoxville TN 37923

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Reconcile approved PCOs after Change Order 1 (34, 35, 36RR, 37R4) and close out unused allowances for visual display boards, signage, and testing.

The original Contract Sum was	\$ 2,999,700.00
The net change by previously authorized Change Orders	\$ 11,219.00
The Contract Sum prior to this Change Order was	\$ 3,010,919.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 62,438.00
The new Contract Sum including this Change Order will be	\$ 3,073,357.00

The Contract Time will be increased by Thirty (30) days.
The new date of Substantial Completion will be February 27, 2025.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Cope Associates, Inc.
ARCHITECT *(Print name)*
Cayce Petko
SIGNATURE
Cayce Petko, President
PRINTED NAME AND TITLE
February 25, 2025
DATE

Wright Contracting, Inc.
CONTRACTOR *(Firm name)*
Rachel Gardner
SIGNATURE
Rachel Gardner / CFO
PRINTED NAME AND TITLE
March 12, 2025
DATE

Town of Farragut
OWNER *(Firm name)*
David Smoak
SIGNATURE
DAVID SMOAK / Town Administrator
PRINTED NAME AND TITLE
3-13-25
DATE

Farragut Town Hall

Project Number: 21049

Project Manager: Susan Davis

PCO LOG

Active PCOs				Amount	Remarks	Recommended	Approved	Billed Amount	Percent
ORIGINAL CONTINGENCY AMOUNT							\$252,000.00		
1R	Demo changes			\$4,974.00	Approved	\$4,974.00	\$4,974.00	\$4,974.00	100%
2	Add cabling				Denied	\$0.00	\$0.00	\$0.00	#DIV/0!
3	Mold remediation			\$3,069.00	Approved	\$3,069.00	\$3,069.00	\$3,069.00	100%
4	Dry sprinklers - In revision			\$28,043.00	Void	\$0.00	\$0.00	\$0.00	#DIV/0!
5	Insulation - In revision			\$22,147.00	Void	\$0.00	\$0.00	\$0.00	#DIV/0!
6R	Fire rating penetrations - upstairs			\$3,983.00	Recommended	\$3,983.00	\$3,983.00		0%
7	Cabling demo			\$3,207.00	Approved	\$3,207.00	\$3,207.00	\$3,207.00	100%
8	REV 5 framing, drywall, ceilings			\$34,254.00	Approved w/o time	\$34,254.00	\$34,254.00	\$34,254.00	100%
9R	HVAC for REV 5			\$2,262.00	Approved	\$2,262.00	\$2,262.00	\$2,262.00	100%
10	Plumbing changes for REV 5			\$9,995.00	Approved	\$9,995.00	\$9,995.00	\$9,995.00	100%
11R	Glass replacement			\$18,480.00	Approved	\$18,480.00	\$18,480.00	\$18,480.00	100%
12	Floor float			-\$1,289.00	Approved	\$(1,289.00)	-\$1,289.00	-\$1,289.00	100%
13	Quartz tops			\$518.00	Approved	\$518.00	\$518.00	\$518.00	100%
14	Insulation 2nd floor			\$45,830.00	Void	\$-00	\$0.00	\$0.00	#DIV/0!
15	Framing changes at Stage			\$7,232.00	Void	\$-00	\$0.00	\$0.00	#DIV/0!
16	Hard ceiling room 201			\$1,321.00	Approved	\$1,321.00	\$1,321.00	\$1,321.00	100%
17	Relocate mini split			\$2,305.00	Approved	\$2,305.00	\$2,305.00	\$2,305.00	100%
18	Backflow Preventer			\$10,088.00	Approved	\$10,088.00	\$10,088.00	\$10,088.00	100%
19	REV 6 electrical			\$5,187.00	Approved	\$5,187.00	\$5,187.00	\$5,187.00	100%
20R	HVAC for REV 6			\$14,153.00	Approved	\$14,153.00	\$14,153.00	\$14,153.00	100%
21	Floor drain			\$0.00	Void	\$-00	\$0.00	\$0.00	#DIV/0!
22	Room 135 fire rating			\$8,638.00	Approved	\$8,638.00	\$8,638.00	\$8,638.00	100%
23RRR	Doors 201 and 243A			\$15,660.00	Approved	\$15,660.00	\$15,660.00	\$15,650.00	100%
24	Owner requested data locations			\$2,146.00	Denied	\$-00	\$0.00	\$0.00	#DIV/0!
25R	Power to water heater			\$1,497.00	Denied	\$-00	\$0.00	\$0.00	#DIV/0!
26	Insulation			\$116,513.00	Approved	\$116,513.00	\$116,513.00	\$113,292.00	97%
27	Special Inspections			\$1,500.00	Recommended	\$-00	\$0.00	\$0.00	#DIV/0!
28	Bathroom Renovation for stair			\$4,966.00	Approved	\$4,966.00	\$4,966.00	\$4,966.00	100%
29	Remediate electrical wiring			\$5,850.00	On hold	\$-00	\$0.00	\$0.00	#DIV/0!
30R	Type C lights			\$930.00	Approved	\$930.00	\$930.00	\$930.00	100%
31	Cabinet replacement			\$5,474.00	Denied	\$-00	\$0.00	\$0.00	#DIV/0!
32	Access panel room 110			\$462.00	Recommended	\$462.00	\$462.00		
33R	Door at room 112			\$3,543.00	Approved	\$3,543.00	\$3,543.00		
34	Glass			\$9,484.00	Approved	\$9,484.00	\$9,484.00		

[illegible]

PCO #: 34

Cope Associates, Inc.
2607 Kingston Pike, Suite 5
Knoxville, Tennessee 37919

11-08-2024

Project: 21049 - Farragut Town Hall Interior Renovations

Re: Replace compromised exterior glass pains

Susan Davis,

We respectfully submit a cost of \$9,484.00 to furnish and install 50 each exterior pieces of glass that have been "blue taped" by Bud and Alexei.

This pricing is based on the work being performed at the same time as the rest of the work in this phase.

This change will add __ 0 __ days to the schedule.

Please feel free to contact me if you have any questions or require additional information.

Thank you,

Mike Stephenson

Accepted  Date 11-18-24
Town of Farragut

PRICE SUMMARY

Project Number: 2306	Project Name: Farragut Town Hall Interior Renovations
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Name of General contractor:	Wright Contracting, Inc.
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Description:	Replace 50each exterior copremized glass pains
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Proposal Number:	34	Date Itemized:	8-Nov-24	Page	1	of	1	pages
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Work by Subcontractors	Name of Subcontractor	Costs and Allowances
Replace 50 each exterior glass pains	Skyline Glass and Glazing	8,474.00
Add the cost delta to upgrade 8 of them tempered	Skyline Glass and Glazing	197.00
ACS plan reporduction for field set as required by city	ACS Repo	140.60
	Project manger	N/A

	Subtotal:	8,811.60
General Contractor mark-up on Subtotal:	5.0000 % =	440.58
Subtotal for General Contractor for work by subcontractors:		9,252.18
Work by General Contractor		
		0.00

Subtotal (including Subcontractors and the General Contractor):	9,252
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Bond & Insurance	2.5000 % =	232
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Total:	9,484
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Michael Stephenson <mstephenson@wrighttn.com>

RE: Farragut glass quote

1 message

Robert Velasquez <robv@tennskylineglass.com>

Thu, Nov 7, 2024 at 3:27 PM

To: Alexei Mattson <amattson@wrighttn.com>, Michael Stephenson <mstephenson@wrighttn.com>

Assuming none will require being tempered...

$$22.50 + \text{TAX} : 2^{08} + 24^{58} \text{ EA} \times 8196^6$$

Glass is 115.70 each

Install is \$42.50 each

So with tax...

Total : \$169.48 each x 50 = \$8474.00

ADD FOR 8 TEMPERED

From: Alexei Mattson <amattson@wrighttn.com>

Sent: Thursday, November 7, 2024 2:36 PM

To: Robert Velasquez <robv@tennskylineglass.com>; Michael Stephenson <mstephenson@wrighttn.com>

Subject: Farragut glass quote

Good afternoon robert,

Could you please give us a price for the replacement of 50 of the standard size insulated glass units. These will all be accessible from a ladder or at ground level. Please quote for the material plus installation, you can dispose of the failed units in my dumpster on site. The customer has walked through and blue taped all units they would like to replace.

$$169.48 \times 50 \text{ EA} = 8,474$$

Thank you

DELTA ADD FOR 8 TEMPERED 197

DELTA 9

* 140⁶⁰

Alexei Mattson

Superintendent

1110 Farrington Dr.

Knoxville, TN 37923

P: 865.364.2810

F: 865.321.8380

E: amattson@wrighttn.com

W: wrighttn.com

240
54 pay
9484



Michael Stephenson <mstephenson@wrighttn.com>

RE: Farragut glass quote

1 message

Robert Velasquez <robv@tennskylineglass.com>
To: Michael Stephenson <mstephenson@wrighttn.com>

Fri, Nov 8, 2024 at 9:07 AM

If it is tempered add \$22.50 to the material price

From: Michael Stephenson <mstephenson@wrighttn.com>
Sent: Friday, November 8, 2024 8:29 AM
To: Alexei Mattson <amattson@wrighttn.com>
Cc: Robert Velasquez <robv@tennskylineglass.com>
Subject: Re: Farragut glass quote

Robert, please give the delta add for a tempered please.

Mike Stephenson

Project Manager

1116 Farrington Dr.

Knoxville, TN 37923

P: 865.437.7646

F: 865.321.8380

E: mstephenson@wrighttn.com

W: wrighttn.com



On Fri, Nov 8, 2024 at 8:14 AM Alexei Mattson <amattson@wrighttn.com> wrote:

Good morning,

A total of 8 units are next to a door. None are at ground level

Thanks



P.O. Box 31748
Knoxville, TN, 37930
Office: 865-675-3020
Fax: 865-675-3070

Date	Invoice #
9/19/2024	77676

Authorized Reseller of KIP & Canon Large Format Equipment, Supplies, and Service

PCO #: 35

Cope Associates, Inc.
2607 Kingston Pike, Suite 5
Knoxville, Tennessee 37919

11-13-2024

Project: 21049 - Farragut Town Hall Interior Renovations

Re: Add LVP and base at rooms 121 & 254

Susan Davis,

We respectfully submit a cost of \$2,191.00 to furnish and install new flooring and base in rooms 121 & 254.

This pricing is based on the work being performed at the same time as the rest of the work in this phase.

This change will add 0 days to the schedule.

Please feel free to contact me if you have any questions or require additional information.

Thank you,

Mike Stephenson

Accepted  Date 11-13-24
Town of Farragut

PRICE SUMMARY

Project Number: 2306	Project Name: Farragut Town Hall Interior Renovations
----------------------	---

Name of General contractor:	Wright Contracting, Inc.
-----------------------------	--------------------------

Description:	Remove and replace carpet and base in rooms 121 & 254
--------------	---

Proposal Number:	35	Date Itemized:	13-Nov-24	Page	1	of	1	pages
------------------	----	----------------	-----------	------	---	----	---	-------

Work by Subcontractors	Name of Subcontractor	Costs and Allowances
Provide carpet and base in rooms 121 & 254	Henson Flooring	1,980.00
	Project manager 1 hour at \$55	55.00

Subtotal:	2,035.00
General Contractor mark-up on Subtotal: 5.0000 % =	101.75
Subtotal for General Contractor for work by subcontractors:	2,136.75
Work by General Contractor	
	0.00

Subtotal (including Subcontractors and the General Contractor):	2,137
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Bond & Insurance	2.5000 % =	54
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Total:	2,191
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Henson's Greater Tennessee Flooring

222 W. Baxter Ave, Knoxville, TN 37917

Email: kristina@hensonfloorstn.com

Phone: 865-558-8668

Change Order #3

Wright Contracting
Issued To: Mike Stephenson
Address: 1116 Farrington Dr
Knoxville, TN 37923
Telephone: (865) 230-5030
Email: mstephenson@wrighttn.com
Fax:

Estimator: Kristina Vass
Date: 11/13/2024 Page: 1/1

Job #: 23-0110
Job Name: Farragut Town Hall Reno
Location: 11408 Municipal Center Dr
Farragut, TN 37934

We hereby submit specifications and estimates for the following materials and/or services:

Quantity	UnitMeas	Item/Man	BID	TOTAL
		Add LVP & Base in rooms 121 & 254 Interface Steady Stride Woodgrains B00109 Elm, Ashlar		
		Total		\$1,466.00
		Demo of rooms 121 & 254		
		Total		\$514.00
		Total Demo & Replace LVP		\$1,980.00

** Underlayment not included unless otherwise stated

** Excessive Prep is Additional, Demo is Not Included

** Clean/Wax NOT included **Attic stock included for LVT and Carpet

We propose to furnish materials and/or labor in accordance with above specifications for the sum of:

Payment arrangements, if other than that listed below, need to be made in advance of work performed.

Terms: Due Upon Receipt

We reserve the right to withdraw the proposal if not accepted in Thirty (30) Days; Material availability and price subject to change

PCO #: 36RR

Cope Associates, Inc.
2607 Kingston Pike, Suite 5
Knoxville, Tennessee 37919

12-12-2024

Project: 21049 - Farragut Town Hall Interior Renovations

Re: Change in base board

Susan Davis,

We respectfully submit a cost of \$3,454.00 to remove and replace base in rooms 102 & 135, change base in rotunda from B3 to B2, labor credit for using 4" top set base in 201. We have found out that there is a 6 week production lead time for this material plus installation, if this proposal is accepted the Owner will consider this work as a punch list item and will not have an impact on a substantial completion date. This PCO 36RR superseded PCO 36R issued 11-26-24. That PCO is void.

This pricing is based on the work being performed at the same time as the rest of the work in this phase.

This change will add __ 0 __ days to the schedule.

Please feel free to contact me if you have any questions or require additional information.

Thank you,

Mike Stephenson

Accepted  Date 12-13-24
Town of Farragut

PCO #: 37RRRR

Cope Associates, Inc.
2607 Kingston Pike, Suite 5
Knoxville, Tennessee 37919

12-19-2024

Project: 21049 - Farragut Town Hall Interior Renovations

Re: Upgrade the complete fire alarm system

Susan Davis,

We respectfully submit a cost of \$49,604.00 to completely revamp the existing fire alarm system so the entire system is compatible. This price is a total not to exceed cost. This costs will cover the entire fire life safety alarm, all devices and duct detectors, 100% complete and approved/pass fire marshall inspection, no other costs will be incurred. This now also includes replacing 10 existing duct detectors and add 2 new duct detectors.

This pricing is based on the work being performed at the same time as the rest of the work in this phase.

This change will add __ 23 __ days to the schedule.

Please note, if all goes well we may not need the time, and I am not adding additional supervision costs but for this added scope of work I require these days as protection from incurring LD's.

Please feel free to contact me if you have any questions or require additional information.

Thank you,

Mike Stephenson

Accepted  Date 12-19-24
Town of Farragut

PRICE SUMMARY

Project Number: 2306	Project Name: Farragut Town Hall Interior Renovations		
Name of General contractor: Wright Contracting, Inc.			
Description:	Upgrade existing fire alarm		
Proposal Number: 37RRR	Date Itemized: 19-Dec-24	Page 1	of 1 pages

Work by Subcontractors	Name of Subcontractor	Costs and Allowances
Upgrade existing fire alarm and add 6 duct detectors	McKamey Electric	44,308.00
Replace 10 existing duct detectors with 10 new detectors provided by McKamey included	Del Air	1,430.99
Install 2 new detectors at units with out existing detectors	Del Air	350.00
Provide 2 new duct detectors to Del Air to install	McKamey	N/C
Added supervision	Wright	N/C
Added project management	Wright	N/C

	Subtotal:	46,088.99
General Contractor mark-up on Subtotal:	5.0000 % =	2,304.45
Subtotal for General Contractor for work by subcontractors:		48,393.44
Work by General Contractor		
		0.00
Subtotal (including Subcontractors and the General Contractor):		48,393

Bond & Insurance	2.5000 % =	1,211
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Total:	49,604
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CONTRACT CHANGE NOTICE

McKamey Electric

108 E. Centre Stage Business Park
Clinton, TN 37716

Client Address:

Wright Contracting

Contact: Mike Stephenson
1116 Farrington Drive
Knoxville, TN 37923

CCN #

Date:

Project Name:

Project Number:

Page Number:

CCN#22

12/13/2024

Farragut Town Hall - Interior Renovatio

Farragut Town Hall - Interior Renovatio

1

Site Address:

Farragut Town Hall

11408 Municipal Center Dr
Farragut, TN 37934

Work Description

We reserve the right to correct this quote for errors and omissions.

This quote covers direct costs only and we reserve the right to claim for impact and consequential costs.

This price is good for acceptance within 10 days from the date of receipt.

We request a time extension of 3 days.

We will supply and install all materials, labor, and equipment as per your instructions on CCN # CCN#22.

Job (CCN) Description

Farragut Town Hall-Simplex Fire Alarm Add R1

Itemized Breakdown

FIRE ALARM		41,997.77
Total Material		41,997.77
Subtotal		41,997.77
Overhead	(@ 10.000 %) NOT ALLOWED	~~4,199.78~~
Markup	(@ 5.000 %)	2,309.88
Final Amount		~~\$48,508.00~~

44,308

49,604

ORIGINAL

Project
Farragut Town Hall Reno 650460591-FA

Project
Farragut Town Hall Reno 650460591-FA

Project
Farragut Town Hall Reno 650460591-FA



PCO #: 41RR

Cope Associates, Inc.
2607 Kingston Pike, Suite 5
Knoxville, Tennessee 37919

02-04-2025

Project: 21049 - Farragut Town Hall Interior Renovations

Re: Undercut aluminum and wood doors to clear tile flooring

Susan Davis,

We respectfully submit a cost of \$10,855.00 to undercut 10 aluminum doors and 4 wood doors to clear new flooring. The existing doors are on pivot hinges that will need to be replaced with continuous hinges. If we were to replace the pivot hinges the cost would be a lot more due to the fact that we would need to remove the storefronts in their entirety and cut down the whole system.

This pricing is based on the work being performed at the same time as the rest of the work in this phase. This will impact our critical path schedule, waiting for this approval has stopped the flooring which will impact our final clean and inspections, the hinges are a 5 day leadtime product.

This change will add 7 days to the schedule.

If we don't have written approval by noon on 1-06-25 we reserve the right for additional days added.

Please feel free to contact me if you have any questions or require additional information.

Thank you,

Mike Stephenson

Accepted  Date 2-4-25
Town of Farragut

PRICE SUMMARY

Project Number: 2306	Project Name: Farragut Town Hall Interior Renovations		
Name of General contractor: Wright Contracting, Inc.			
Description:	Under cut doors to clear tile flooring		
Proposal Number:	41	Date Itemized: 4-Feb-25	Page 1 of 1 pages

Work by Subcontractors	Name of Subcontractor	Costs and Allowances
On 10 aluminum doors, under cut doors to clear new tile thickness on setting bed, this will require replacing failing pivots with continuous hinges. \$724.13 per leaf with labor material and taxes.	Tennessee Skyline Glass	7,241.13

	Subtotal:	7,241.13
General Contractor mark-up on Subtotal:	5.0000 % =	362.06
Subtotal for General Contractor for work by subcontractors:		7,603.19
Work by General Contractor		
Subtotal (including Subcontractors and the General Contractor):		10,590

Bond & Insurance	2.5000 % =	265
------------------	------------	-----

Total:	10,855
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FORM FOR PRICE OF WORK

	Project Name: 2306 Farragut Town Hall Interior Renovations
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Work itemized below provided by: **Wright Contracting**

Proposal Number:	41	Date Itemized:	4-Feb-25	Page	1	of	pages
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[illegible]

Materials	Subtotal	0.00	Equipment	Labor	Subtotal	1,776.00
9.250	% Sales Tax =	0.00		39.0	% Burden =	692.64
	Cost:	0.00		Cost:	0.00	2,468.64

Subtotal of Costs of Materials + Equipment + Labor = \$	2,468.64
---	----------

10% Overhead allowed on costs = \$ 246.86

Subtotal of Costs + Overhead = \$ 2,715.50

10% Profit allowed on Costs + Overhead = \$	271.55
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Total for this change = \$ 2,987.05



Field condition report

Newly specified tile finishes

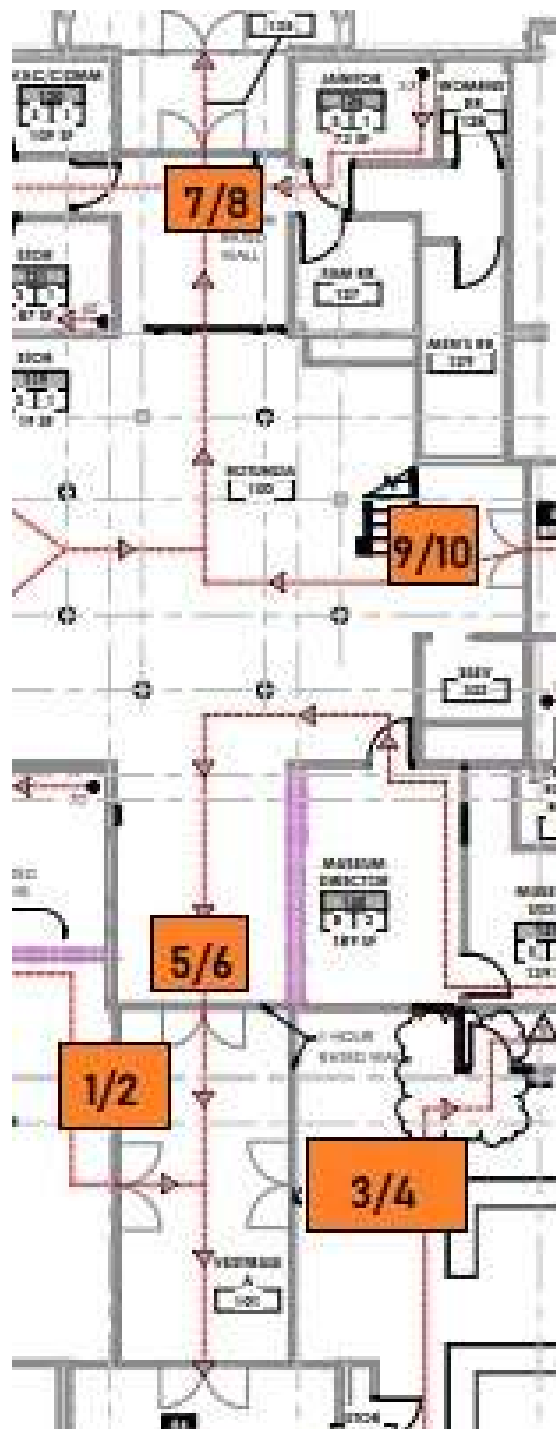
Farragut Town Hall Interior Renovations

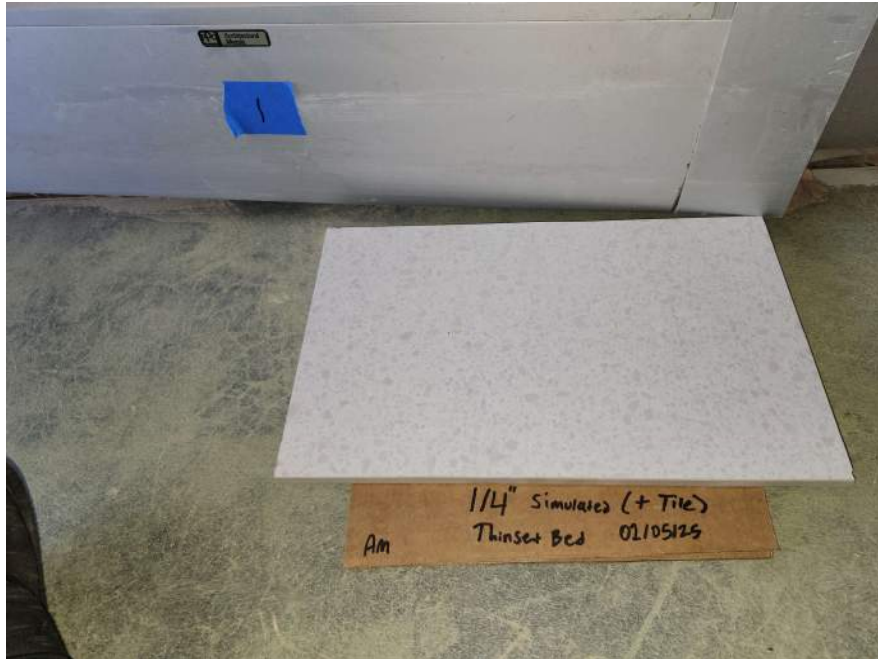
02/05/2025

Upon installing new tile finishes it was noted that both existing and newly installed doors will interfere and rub on and or be completely obstructed by the new flooring. The specified $\frac{1}{4}$ " thinset bed in combination with the $\frac{7}{16}$ " thick ceramic tile makes contact with all existing applicable storefront doors, and all wood doors. In many locations the new tile makes contact with no thinset bed installed. The newly specified tile finishes are substantially thicker than the existing flooring that was removed at the start of the project.

Please see below photos of existing storefront doors with simulated $\frac{1}{4}$ " thinset bed and floor tile. The wooden doors have already been removed, however they will also all need to be corrected to account for the new flooring.

Door location legend (as marked by blue tape and numbers in photos)





REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Finance Director

SUBJECT: Approval of Town Hall Construction Contract Change Order #3 with Wright Construction

INTRODUCTION: The purpose of this agenda item is to approve the Contract Change Order #3 with Wright Construction for the Town Hall Renovations.

BACKGROUND: The original contract with Wright Construction was awarded in the amount of \$2,999,700.00. At the time of the original contract approval, the Board authorized the Town Administrator to approve potential change orders (PCOs) not exceeding \$25,000.

On December 12, 2024, the Board of Mayor and Aldermen approved Change Order #1, which increased the contract by \$11,219.00, bringing the total revised contract amount to \$3,010,919.00.

Change Order #2 will be approved prior to this agenda item on May 22, 2025. Change Order #2 will increase the contract by \$62,438, bringing the total revised contract amount to \$3,073,357.

DISCUSSION: Contract Change Order #3 encompasses the finalized scope and cost for the previously approved PCOs. All PCOs included in Change Order #3 include credits for sinks and liquidated damages. This is the final change order and closeout for the project.

PCO 43R	Fire inspection corrections	\$1,284.00
PCO 45	Credit for sinks	-\$2,160.00
	Liquidated Damages	-\$21,000.00
	Total Change Order	-\$21,876.00

Staff recommend approval of the change orders in the amount of -\$21,876.00 subtracted from the contract price of \$3,073,357.00. The new contract with these changes will be \$3,051,481.00.

FINANCIAL SECTION: ARPA Fund-Town Hall Building Improvements

Account Number: 316-41830-9210			
Total Budget	Requested Amount	Expenditures & Contracts to Date	Account Balance
\$4,000,000	-\$21,876.00	\$3,892,215.75	\$129,660.25
Approved By: A. Myers			

RECOMMENDATION BY: Allison Myers, Finance Director, for approval.

PROPOSED MOTION: Approval of change order #3 in the amount of -\$21,876.00 in contract #2024-07 Farragut Town Hall Interior Renovations, Wright Construction. The new contract amount will be \$3,051,481.00.

BOARD ACTION:

MOTION BY:_____ SECONDED BY:_____

<u>VOTE/TOTAL</u>	<u>BURNETTE</u>	<u>MEYER</u>	<u>CAIN</u>	<u>WHITE</u>	<u>WILLIAMS</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____



AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Farragut Town Hall Interior Renovations
11408 Municipal Center Drive

CONTRACT INFORMATION:
Contract For: General Construction
Date: December 06, 2023

CHANGE ORDER INFORMATION:
Change Order Number: 03
Date: May 8, 2025

OWNER: *(Name and address)*
The Town of Farragut
11408 Municipal Center Drive
Farragut, TN 37934

ARCHITECT: *(Name and address)*
Cope Associates, Inc.
2607 Kingston Pike, Ste 5
Knoxville, TN 37919

CONTRACTOR: *(Name and address)*
Wright Contracting, Inc.
1116 Farrington Drive
Knoxville, TN 37923

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Reconcile approved PCOs after Change Order 2 (43r and 45 (-\$876.00)) and apply liquidated damages (-\$21,000.00).

The original Contract Sum was	\$	2,999,700.00
The net change by previously authorized Change Orders	\$	73,657.00
The Contract Sum prior to this Change Order was	\$	3,073,357.00
The Contract Sum will be increased by this Change Order in the amount of	\$	-21,876.00
The new Contract Sum including this Change Order will be	\$	3,051,481.00

The Contract Time will be increased by zero (0) days.

The new date of Substantial Completion will be February 27, 2025.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Cope Associates, Inc

ARCHITECT *(Firm name)*

SIGNATURE

Cayce Petko, President

PRINTED NAME AND TITLE

May 8, 2025

DATE

CONTRACTOR *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE

OWNER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE



AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: *(name and address)*
FTH Interior Renovations
11408 Muncipal Center Drive

CONTRACT INFORMATION:
Contract For: General Construction
Date: December 06, 2023

CERTIFICATE INFORMATION:
Certificate Number: 01
Date: April 10, 2025

OWNER: *(name and address)*
The Town of Farragut
11408 Muncipal Center Drive
Farragut, TN 37934

ARCHITECT: *(name and address)*
Cope Associates, Inc.
2607 Kingston Pike, Suite 5
Knoxville, TN 37919

CONTRACTOR: *(name and address)*
Wright Contracting, Inc.
1116 Farrington Drive
Knoxville, TN 37923

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

Contract scope

Cope Associates, Inc.
ARCHITECT *(Firm Name)*


SIGNATURE

Cayce S. Petko,
President
PRINTED NAME AND TITLE

April 10, 2025
DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

(Identify the list of Work to be completed or corrected.)

Items listed on 21049 Punch List 4-10-25

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within thirty (30) days from the above date of Substantial Completion.

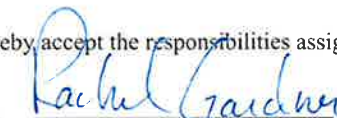
Cost estimate of Work to be completed or corrected: \$10,000.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Wright Contracting
CONTRACTOR *(Firm Name)*


SIGNATURE

Rachel Gardner / CFO
PRINTED NAME AND TITLE

04/11/25
DATE

Town of Farragut
OWNER *(Firm Name)*


SIGNATURE

DAVID SMOAK
Town Administrator
PRINTED NAME AND TITLE

5-7-2025
DATE

Days Calculator: Days Between Two Dates

How many days, months, and years are there between two dates?

Count Days Add Days Workdays Add Workdays Weekday Week No

From and including: **Thursday, February 27, 2025**
To, but **not** including **Thursday, April 10, 2025**

Result: 42 days

It is **42** days from the start date to the end date, but not including the end date.
Or 1 month, 14 days excluding the end date.

This calculator ignores [DST](#) clock changes. To include them, use our [World Time and Date Calculator](#) and enter your location as the start and end location.

Alternative time units

42 days can be converted to one of these units:

- 3,628,800 seconds
- 60,480 minutes
- 1008 hours
- 42 days
- 6 weeks
- 11.51% of 2025

February 2025						
2 days included						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
31 days included						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
9 days included						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

☐ = First day included (Feb 27, 2025) ☐ = Last day included (Apr 9, 2025)

Make a New Calculation

- Make adjustment and calculate again
- Start again with a new calculation between two other dates
- New calculation, with both date and time included



PCO #: 43R

Cope Associates, Inc.
2607 Kingston Pike, Suite 5
Knoxville, Tennessee 37919

03-24-2025

Project: 21049 - Farragut Town Hall Interior Renovations

Re: Fire inspection corrections

Susan Davis,

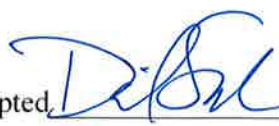
We respectfully submit a cost of \$1,284.00 to add 2 each NGP 9990 Fire door top gap hardware, all per fire marshall site corrections. There is a 2-3 week lead time on this hardware

This work will not impact substantial completion schedule and will be considered as an add to the project after substantial completion.

Please feel free to contact me if you have any questions or require additional information.

Thank you,

Mike Stephenson

Accepted,  Date 4-1-25
Town of Farragut

Work itemized below provided by: **Wright Contracting**

Proposal Number: 43r

Date Itemized: 24-Mar-25

Page 1 of pages

Description	Material				Equipment				Labor			
	Quantity	Unit	Cost	Extension	Quantity	Unit	Cost	Extension	Quantity	Unit	Cost	Extension
Project management				0.00				0.00	2	hr	55.00	110.00
				0.00				0.00				0.00
add 2 each NGP 9990 Fire door top cap	2	ea	289.00	578.00				0.00	4.00	hr	45.00	180.00
				0.00				0.00				0.00
				0.00				0.00				0.00
				0.00				0.00				0.00
				0.00				0.00				0.00
				0.00				0.00				0.00
				0.00				0.00				0.00
				0.00				0.00				0.00
				0.00				0.00				0.00
				0.00				0.00				0.00
				0.00				0.00				0.00
				0.00				0.00				0.00
				0.00				0.00				0.00
				0.00				0.00				0.00
				0.00				0.00				0.00
				0.00				0.00				0.00
				0.00				0.00				0.00
				0.00				0.00				0.00
				0.00				0.00				0.00
				0.00				0.00				0.00

Materials	Subtotal	578.00	Equipment		Labor	Subtotal	290.00
9.250 % Sales Tax =	53.47			39.0 % Burden =	113.10		
Cost:	631.47		Cost:	0.00	Cost:	403.10	

Subtotal of Costs of Materials + Equipment + Labor = \$ 1,034.57

10% Overhead allowed on costs = \$ 103.45

Subtotal of Costs + Overhead = \$ 1,138.02

10% Profit allowed on Costs + Overhead = \$ 113.80

Total for this change = \$ 1,251.82

PCO #: 45

Cope Associates, Inc.
2607 Kingston Pike, Suite 5
Knoxville, Tennessee 37919

04-14-2025

Project: 21049 - Farragut Town Hall Interior Renovations

Re: Sink credit

Susan Davis,

Please see a credit in the amount of -2,160.00 for the scratches in the sinks, the town will accept the sinks as is.

Please feel free to contact me if you have any questions or require additional information.

Thank you,

Mike Stephenson

Accepted _____ Date _____
Town of Farragut

PRICE SUMMARY

Project Number: 2306	Project Name: Farragut Town Hall Interior Renovations
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Name of General contractor:	Wright Contracting, Inc.
-----------------------------	--------------------------

Description:	Credit back for scratches in sinks
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Proposal Number:	45	Date Itemized:	14-Apr-25	Page	1	of	1	pages
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Work by Subcontractors	Name of Subcontractor	Costs and Allowances
Credit back for scratches in sinks	Wright	-2,160.00

	Subtotal:	-2,160.00
General Contractor mark-up on Subtotal:	5.0000	% =
Subtotal for General Contractor for work by subcontractors:		-2,160.00

Work by General Contractor	
Project manager & clean up	

Subtotal (including Subcontractors and the General Contractor):	-2,160
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Bond & Insurance	2.5000	%	=	
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Total:	-2,160
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Town Administrators Report Information

BUDGET TRANSFER REQUEST

Preparer:	Department:	Fiscal Year: (YYYY)	Date
Allison Myers	Finance	FY2025	04/22/2025

From			To			
Account Number	Line Item Description	Amount (\$)	Account Number	Line Item Description	Current Budget	Amended Budget (\$)
110-41640-9750	Phone System Equip	\$12,000	110-41640-2350	Dues & Subscriptions	\$37,145	\$49,145
110-41640-9730						

Why money will not be needed for this line item: The phone system equipment is included in the monthly cost. There were no upfront capital cost needed.	Purpose of Transfer (Required): The agenda management software and implementation was more than originally anticipated
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Approval: Dail Smeal	Transaction: Allison Myers	4-24-25	4/24/25
Town Administrator	Date	Transfer Date	Town Recorder

BUDGET TRANSFER REQUEST

Preparer:

Department:

Fiscal Year: (YYYY)

Date

Will Wiley

Public Works

2025

04/30/2025

From			To			
Account Number	Line Item Description	Amount (\$)	Account Number	Line Item Description	Current Budget	Amended Budget (\$)
110-43000-4820	Drainage Projects	\$2,800	110-43000-1380	Clothing/Uniforms	\$18,981	\$21,781

Why money will not be needed for this line item:

This budget line item is largely dependent on weather conditions, and to date, demand has been low.

Purpose of Transfer (Required):

Additional safety PPE equipment, including gloves purchased from Walmart due to lower cost compared to Unifirst, and high-visibility jackets sourced from Elliot's, which were both more affordable than Carhartt and not available through Unifirst. These jackets are a new addition to the uniform options.

Approval:



Town Administrator

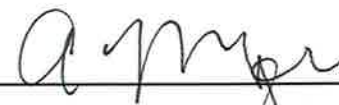
5/7/25

Date

Transaction:

5/8/25

Transfer Date



Town Recorder

BUDGET TRANSFER REQUEST

Preparer:

Department:

Fiscal Year: (YYYY)

Date

A. Myers/M. Pence

Insurance Fund

2025

05/06/2025

From			To			
Account Number	Line Item Description	Amount (\$)	Account Number	Line Item Description	Current Budget	Amended Budget (\$)
611-41650-1420	OPEB Health Cost	6,000	611-41650-6000	Retirement Benefit	\$30,000	\$36,000

Why money will not be needed for this line item:

Lower OPEB health cost than anticipated

Purpose of Transfer (Required):

Additional funds needed to payout retirement annual leave and half of sick leave benefits for retiree. Employee had more banked annual leave then originally budgeted for.

Approval:



5-7-25

Transaction:

5/8/25



Town Administrator

Date

Transfer Date

Town Recorder

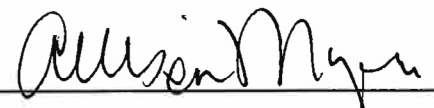
BUDGET TRANSFER REQUEST

Preparer:	Department:	Fiscal Year	Date
Michelle Pence	Human Resources	2025	3/31/2025

From			To		
Account Number	Line Item Description	Amount (\$)	Account Number	Line Item Description	Amount (\$)
110-41990-2540	Professional Services	\$4,000	110-41990-3010	First Aid Services	\$4,000

Purpose of Transfer (Required):
To cover the transition of First Aid & AED services to Unifirst.

Why money will not be needed for this line item:
There was a surplus in the account due to the class compensation study being below budget. Additional savings are also in this account due to canceled current AED services.

Approval: 	4-1-25	Transaction: 4/2/25	
Town Administrator	Date	Transfer Date	Town Recorder

BUDGET TRANSFER REQUEST

Preparer:

Department:

Fiscal Year: (YYYY)

Date

T. Ramsey

IT Dept

2025

05/14/2025

From			To			
Account Number	Line Item Description	Amount (\$)	Account Number	Line Item Description	Current Budget	Amended Budget (\$)
110-41640-9720	Computer Equip/Software	\$1,100	110-41640-2230	Municode Maint	\$6,200	\$6,400
			110-41640-2220	Website Maint	\$17,000	\$17,100
			110-41640-2180	Laserfiche Maint	\$13,500	\$14,300

Why money will not be needed for this line item:

Was able to use ARPA funding for the town hall network equipment.

Purpose of Transfer (Required):

2230-Cost increase for subscription for maintaining the municipal code on line
 2220-Cost increase for the maintenance of the Town website.
 2180-Increase cost associated with the transition to a cloud based subscription.

Approval:



5-16-25

Transaction:

5/16/25



Town Administrator

Date

Transfer Date

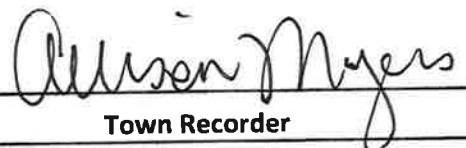
Town Recorder

BUDGET TRANSFER REQUEST

Preparer:	Department:	Fiscal Year: (YYYY)	Date
A. Myers	Legislative	2025	05/07/2025

From			To			
Account Number	Line Item Description	Amount (\$)	Account Number	Line Item Description	Current Budget	Amended Budget (\$)
110-41100-3280	Travel/Training	\$700	110-41100-3280	Education Programs	\$5,000	\$5,700

Why money will not be needed for this line item: The Board of Mayor and Aldermen did not attend the National League of Cities Conference this fiscal year	Purpose of Transfer (Required): The Intro to Farragut class cost more than anticipated.
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Approval: 	Transaction: 5/16/25	
Town Administrator	Date	Transfer Date

BUDGET TRANSFER REQUEST

Preparer:	Department:	Fiscal Year: (YYYY)	Date
A. Myers	Finance	2025	05/13/2025

From			To			
Account Number	Line Item Description	Amount (\$)	Account Number	Line Item Description	Current Budget	Amended Budget (\$)
110-41530-5570	Credit Card Fee	\$4,250	110-41530-2560	Auditing Services	\$31,600	\$35,600
			110-41530-2350	Dues & Subscriptions	\$1,775	\$2,025

Why money will not be needed for this line item:

Credit card fees have been lower than the previous fiscal year

Purpose of Transfer (Required):

-Auditing Services-additional cost due to conducting a single audit for ARPA funding as required.
Dues & Subscriptions-additional cost due to becoming members of the grant professional association. This will aid in the administration of the Town grants.

Approval:

Dan Smith

Town Administrator

5-16-25

Date

Transaction:

5/16/25

Transfer Date

Allison Myers

Town Recorder

BUDGET TRANSFER REQUEST

Preparer:

Department:

Fiscal Year: (YYYY)

Date

A. Myers

General Government

2025

05/14/2025

From			To			
Account Number	Line Item Description	Amount (\$)	Account Number	Line Item Description	Current Budget	Amended Budget (\$)
110-41800-2400	Equipment Rental	\$6,400	110-41800-2540	Professional Services	0	\$6,400

Why money will not be needed for this line item:

Equipment rental has been cheaper due to not renting 3 additional copiers during the town hall renovation

Purpose of Transfer (Required):

Officers at BMA & Planning Commission Meetings

Approval:

Dail Smith

5-16-25

Transaction:

5/14/25

Allison Myers

Town Administrator

Date

Transfer Date

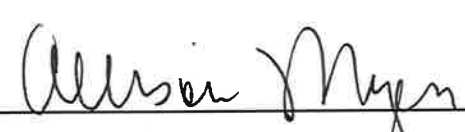
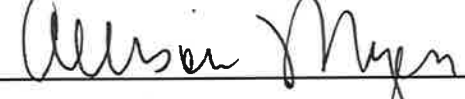
Town Recorder

BUDGET TRANSFER REQUEST

Preparer:	Department:	Fiscal Year: (YYYY)		Date
A. Myers	General Government	2025		05/14/2025

From			To			
Account Number	Line Item Description	Amount (\$)	Account Number	Line Item Description	Current Budget	Amended Budget (\$)
110-41800-2400	Equipment Rental	\$6,400	110-41800-2540	Professional Services	0	\$6,400

Why money will not be needed for this line item: Equipment rental has been cheaper due to not renting 3 additional copiers during the town hall renovation	Purpose of Transfer (Required): Security officers for the Board of Mayor and Aldermen and Planning Commission meetings.
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Approval: 	Transaction: 	
		
Town Administrator	Transfer Date	Town Recorder