



TRUCKEE MEADOWS FIRE PROTECTION DISTRICT STAFF REPORT

Board Meeting Date: February 3, 2026

DATE: January 13, 2026

TO: Truckee Meadows Fire Protection District Board of Fire Commissioners

FROM: Jay Cwiak, Division Chief
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THROUGH: Richard J. Edwards, Fire Chief
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SUBJECT: Recommendation to approve a change order in the amount of \$91,022.50 to purchase order #6500006524 issued to Construction Materials Engineers (“CME”) for a total amount of \$453,875.00 to provide additional services to include inspection, testing, and construction management services for the construction of Truckee Meadows Fire Protection District Fire Station #35. This change order reallocates funding from Plenum Builders to CME within the existing approved project budget (Commission District 4). FOR POSSIBLE ACTION

SUMMARY

Recommendation to approve a change order in the amount of \$91,022.50 to purchase order #6500006524 issued to Construction Materials Engineers for a total amount of \$453,875.00 to provide additional services to include inspection, testing, and construction management services for the construction of Truckee Meadows Fire Protection District Fire Station #35.

PREVIOUS ACTION

On January 7, 2025, the Board of Fire Commissioners approved a professional service agreement with Construction Materials Engineers, Inc. in the amount of \$362,852.50 to provide construction management, certified IBC special inspections and material testing, and commissioning of certain building systems for the construction of Truckee Meadows Fire Protection District Fire Station #35.

BACKGROUND

Station 35 is a brand-new facility located in a remote portion of the District designed to serve the response needs of the area and is half-way through the construction process. It is customary with most projects of this complexity to contract with a vendor that acts on behalf of the District to ensure that the work being performed meets the standards established by county, state, or federal regulations. Utilizing the Construction Manager at Risk (CMAR) delivery method, Construction Materials Engineers, Inc. (CME) was hired to act as the agent to coordinate builders with

architects and regulatory agencies, perform financial tracking of project costs, and conduct tests of finished work to ensure it meets the standards required.

Unforeseen issues with the construction project required CME to commit more time and effort than was originally anticipated. This includes necessary resources to troubleshoot the soil compaction results of the site pad in which the fire station is located; the need to include a water treatment system to address the presence of arsenic in the well water; and managing more than the projected budget change orders necessary to elicit savings in the project scope while maintaining the project timeline.

CME's expertise and performance thus far has kept the project on schedule, within budget, and meeting the standards required by code. Originally, the overall budget included an allocated funding percentage for CME and a separate allocated funding percentage for Plenum Builders which included "allowance and "contingency" funding that would accommodate unexpected project costs. CME and Plenum Builders have collaborated on a financial forecast that includes the ability to shift those percentages away from Plenum Builders, in favor of CME, and yet still have "allowance" and "contingency" funding available to complete the project. Together both entities have forecasted that with this proposed shift in funding percentages, the total project cost will remain within budget, and that no further monies would be necessary to complete the project from either Apple Inc. or the District.

FISCAL IMPACT

There is no net fiscal impact to the overall project budget. The proposed change order reallocates funding between CME and Plenum Builders within the existing approved project budget. Apple Inc. will reimburse the original contracted amount of \$362,852.50, and the final fiscal year 2025-2026 cost will be presented to the Board for a budget augmentation to the Capital Projects Fund to align expenditures with reimbursements. No additional funding is required, and the total project cost remains within the authorized budget.

RECOMMENDATION

Staff recommends approval of a change order in the amount of \$91,022.50 to purchase order #6500006524 issued to Construction Materials Engineers for a total amount of \$453,875.00 to provide additional services to include inspection, testing, and construction management services for the construction of Truckee Meadows Fire Protection District Fire Station #35.

POSSIBLE MOTION

Should the Board agree with the staff's recommendation, a possible motion would be:

"I move to approve a change order in the amount of \$91,022.50 to purchase order #6500006524 issued to Construction Materials Engineers for a total amount of \$453,875 to provide additional services to include inspection, testing, and construction management services for the construction of Truckee Meadows Fire Protection District Fire Station #35."