

BOARD OF PUBLIC WORKS AND SAFETY (Form B-01-2012)
Agenda Request Form

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	December 9, 2024	Meeting Date:	December 16, 2024
Contact Information:			
Requested by:	Mark Richards		
On Behalf of Organization or Individual: Department of Planning & Engineering			
Telephone:	317-736-3631		
Email address:	mrichards@franklin.in.gov		
Mailing Address:	70 E. Monroe Street, Franklin, IN 46131		
Describe Request:			
Request approval and execution of Change Orders 4 and 5 for the East Jefferson Street Sidewalk Project			
List Supporting Documentation Provided:			
Change Order 4 Change Order 5			
Who will present the request?			
Name:	Mark Richards	Telephone:	317-736-3631

In order for an individual and/or agency to be considered for new business on the Board of Works agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.

**INDIANA Department of Transportation
Construction Change Order and Time Extension Summary**

Contract Information

District:SEYMOUR DISTRICT

Contract No.: R -43588

AE:Wren, Rachel

Letting Date:10/12/2023

PE/S:Stahley, Brad

Status:Draft

Change Order Information

Date Generated: 11/01/2024

Change Order No.: 004

Date Approved: 00/00/0000

EWA: Y or Force Acct: N

Reason Code: CHANGED COND, Utility Related

Description: Sanitary Lateral Adjustments

Original Contract Amount	\$ 1,151,940.65	
Current Change Order Amount	\$ 3,952.04	Percent: 0.343 %
Total Previous Approved Changes	\$ 4,527.67	Percent: 0.393 %
Total Change To-Date	\$ 8,479.71	Percent: 0.736 %
Modified Contract Amount	\$ 1,160,420.36	

Time Extension Information

Date Initiated 00/00/0000

Date Completed 00/00/0000

Original Contract Time

SS Completion Date 00/00/0000 or SS Calendar/Work Days 0

SP Date 00/00/0000 or SP Days

(SS = Standard Specification, SP = Special Provision)

Time Element Description:

Current Time Extension

SS Days 0 SP Days 0 SP Days Value \$ 0.00

Previous Time Approved

SS Days by AE:_____ DCE:_____ SCE:_____ DDCM:_____

SS Days_____ SP Days Value \$ _____

Revised Contract Time

SS Completion Date 00/00/0000 or SS Calendar/Work Days 0

SS Date 00/00/0000 or SP Days 0

**INDIANA Department of Transportation
Construction Change Order and Time Extension Summary**

Review and Approval Information

Required Approval Authority AE: _____ DCE: _____ SCE: _____ * DDCM: _____ *
(\$ per Change Order) (- LE \$ 250K-) (- LE \$ 750K -) (-- LE \$ 2 M --) (-- GT \$ 2 M --)
(Days per Contract) (50 SS days) (100 SS days) (200 SS Days) (GT 200 SS days)

Verbal Approval Required? Y / N If Y, by _____ Date Issued _____

Total Change To-Date>5%? Y / N If Y , Copy to Program Budget Manager _____

Scope/Design Recommendation Y / N If Y, Referred to Project Manager(PM) _____
Required? Date to PM _____ Date Returned _____

Approval Authority Concurs with PM? Y / N If Y, Concurrence by _____ Date _____
If N,Resolution: Approved _____ Disapproved _____
Resolved by _____ Date _____

LPA Signatures Required? Y / N If Y, Date to LPA _____ Date Returned _____

FHWA Signatures Required? Y / N If Y, Date to FHWA _____ Date Returned _____

* Field Engineer Recommendation (Required for SCE or DDCM Approval)

Field Engineer _____ Date _____

Comments: _____

Contract: R -43588
 Project: 2100071 - State:2100071
 Change Order Nbr: 004
 Change Order Description: Sanitary Lateral Adjustments
 Reason Code: CHANGED COND, Utility Related

CLN	PCN	PLN	Item Code	Unit	Unit Price	CO Qty	Comment	Amount Change
0048	2100071	0048	715-02181	LFT	235.480	10.000	C	Amount:\$ 2,354.80
Item Description: SANITARY SEWER SERVICE ADJUSTMENT								
Supplemental Description1:								
Supplemental Description2:								
0049	2100071	0049	105-06807	LS	1,597.240	1.000	C	Amount:\$ 1,597.24
Item Description: ADDITIONAL								
Supplemental Description1: Downtime due to utility delay in accordance with 109.05								
Supplemental Description2:								

Total Value for Change Order 004 = \$ 3,952.04

Whereas, the Standard Specifications for this contract provides for such work to be performed, the following change is recommended.

General or Standard Change Order Explanation

While excavating to install proposed storm sewer the contractor encountered sanitary laterals that conflicted with the proposed work. After review, it was determined that the storm sewer could not be adjusted to eliminate the conflict. Therefore, it was determined that the sanitary laterals would be lowered in reconstructed to eliminate the conflict. This delayed the contractor and as a result this change order also includes compensation for acceptable delay costs. This was discussed by the PES, AE, and LPA. The subcontractor, Fox Contractors, had mobilized a pipe crew to install the storm sewer for this project. This pipe crew encountered the first sanitary lateral near 12:00PM, towards the end of the day, near 4:00PM a remedy was agreed upon and they were able to lower the lateral out of conflict. Per review of the original bid items, contract proposal, standard specifications, and contract drawings this work was not originally required on the contract and therefore by specification 109 this work is to be paid by change order. See pricing review attached in SM. Due to the nature of this work a unit price summary could not be used to justify the submitted pricing. Cost analysis worksheets were completed for these items to justify cost. A contract time adjustment is not required for this change.

Change Order Explanation for Specific Line Item

It is the intent of the parties that this change order is full and complete compensation for the work describe above.

Notification and consent to this change order is hereby acknowledged.

Contractor: Clayton Merriweather

Signed By: _____

Date: 11/26/2024

NOTE: Other required State and FHWA signatures will be obtained electronically through the SiteManager system.

APPROVED FOR LOCAL PUBLIC AGENCY

(SIGNATURE)

MAYOR
(TITLE)

DECEMBER 2, 2024
(DATE)

(SIGNATURE)

MEMBER, BPW&S
(TITLE)

DECEMBER 2, 2024
(DATE)

(SIGNATURE)

MEMBER, BPW&S
(TITLE)

DECEMBER 2, 2024
(DATE)

PE/S 

SUBMITTED FOR CONSIDERATION

APPROVED FOR INDIANA DEPARTMENT OF TRANSPORTATION

Approval Level

Name of Approver

Date

Status

**INDIANA Department of Transportation
Construction Change Order and Time Extension Summary**

Contract Information

District:SEYMOUR DISTRICT

Contract No.: R -43588

AE:Wren, Rachel

Letting Date:10/12/2023

PE/S:Stahley, Brad

Status:Draft

Change Order Information

Date Generated: 11/01/2024

Change Order No.: 005

Date Approved: 00/00/0000

EWA: Y or Force Acct: N

Reason Code: SCOPE CHANGES, Added Quantities/Items

Description: Mobilization and Demobilization for Drive Approach Replace

Original Contract Amount

\$ 1,151,940.65

Current Change Order Amount

\$ 650.00

Percent: 0.056 %

Total Previous Approved Changes

\$ 4,527.67

Percent: 0.393 %

Total Change To-Date

\$ 5,177.67

Percent: 0.449 %

Modified Contract Amount

\$ 1,157,118.32

Time Extension Information

Date Initiated 00/00/0000

Date Completed 00/00/0000

Original Contract Time

SS Completion Date 00/00/0000 or SS Calendar/Work Days 0

SP Date 00/00/0000 or SP Days

(SS = Standard Specification, SP = Special Provision)

Time Element Description:

Current Time Extension

SS Days 0 SP Days 0

SP Days Value \$ 0.00

Previous Time Approved

SS Days by AE:_____ DCE:_____ SCE:_____ DDCM:_____

SS Days_____

SP Days Value \$ _____

Revised Contract Time

SS Completion Date 00/00/0000 or SS Calendar/Work Days 0

SS Date 00/00/0000

or SP Days 0

**INDIANA Department of Transportation
Construction Change Order and Time Extension Summary**

Review and Approval Information

Required Approval Authority AE: _____ DCE: _____ SCE: _____ * DDCM: _____ *
(\$ per Change Order) (- LE \$ 250K-) (- LE \$ 750K -) (-- LE \$ 2 M --) (-- GT \$ 2 M --)
(Days per Contract) (50 SS days) (100 SS days) (200 SS Days) (GT 200 SS days)

Verbal Approval Required? Y / N If Y, by _____ Date Issued _____

Total Change To-Date>5%? Y / N If Y , Copy to Program Budget Manager _____

Scope/Design Recommendation Y / N If Y, Referred to Project Manager(PM) _____
Required? Date to PM _____ Date Returned _____

Approval Authority Concurs with PM? Y / N If Y, Concurrence by _____ Date _____
If N,Resolution: Approved _____ Disapproved _____
Resolved by _____ Date _____

LPA Signatures Required? Y / N If Y, Date to LPA _____ Date Returned _____

FHWA Signatures Required? Y / N If Y, Date to FHWA _____ Date Returned _____

* Field Engineer Recommendation (Required for SCE or DDCM Approval)

Field Engineer _____ Date _____

Comments: _____

Contract: R -43588
 Project: 2100071 - State:2100071
 Change Order Nbr: 005
 Change Order Description: Mobilization and Demobilization for Drive Approach Replace
 Reason Code: SCOPE CHANGES, Added Quantities/Items

CLN	PCN	PLN	Item Code	Unit	Unit Price	CO Qty	Comment	Amount Change
0050	2100071	0050	110-07025	EACH	650.000	1.000	C	Amount:\$ 650.00

Item Description: MOBILIZATION AND DEMOBILIZATION

Supplemental Description1:

Supplemental Description2:

Total Value for Change Order 005 = \$ 650.00

Whereas, the Standard Specifications for this contract provides for such work to be performed, the following change is recommended.

General or Standard Change Order Explanation

During the prefinal walk-through, the project team discovered that a drive approach was badly spalled and required replacement to remedy. The project installed sidewalk on either side of the approach and leaving the approach would cause a potential hazard. This was the only significant issue identified, meaning no other punch list items required the contractor to mobilize equipment to the job site. The contractor agreed to replace the drive approach, but this would incur a mobilization and demobilization fee. The contractor is owed money for the mobilization and demobilization because these activities involve bringing equipment specifically for this task, which incurs extra costs. A contract time adjustment is not required for this change.

Change Order Explanation for Specific Line Item

It is the intent of the parties that this change order is full and complete compensation for the work describe above.

Notification and consent to this change order is hereby acknowledged.

Contractor: Clayton Merriweather

Signed By: _____

Date: 11/26/2024

NOTE: Other required State and FHWA signatures will be obtained electronically through the SiteManager system.

APPROVED FOR LOCAL PUBLIC AGENCY

(SIGNATURE)

(TITLE)

(DATE)

(SIGNATURE)

MEMBER, BPW&S

(TITLE)

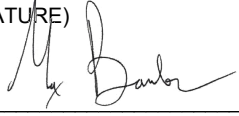
(DATE)

(SIGNATURE)

MEMBER, BPW&S

(TITLE)

(DATE)

PE/S 

SUBMITTED FOR CONSIDERATION

APPROVED FOR INDIANA DEPARTMENT OF TRANSPORTATION

Approval Level

Name of Approver

Date

Status