



Department of Engineering

December 27, 2023

Board of Public Works & Safety
10 South State Street
Greenfield, IN 46140

Dear Members,

We are in the process of closing out the School Zone Flashers and HAWK Signal project with INDOT. We've added 26 new school zone flashing sign assemblies around all of the schools and 5 new HAWK signals at various locations around town.

During the final inspection walkthrough, I directed the relocation of 2 of the School Zone Flashers, which required 2 new foundations to be constructed. One SZF was a little too close to a stop sign, which I feel could have obstructed the sign and could have been a safety hazard. The other was placed too close to a tree (these were installed last winter when the branches were bare); during the spring and summer, the tree vegetation obstructed the solar panel which powers the SZF. The total cost of this change (\$3,000.00) will be 80% federal funds/20% local funds.

I would like to ask for approval of Change Order #3 in the increased amount of \$3,000.00 for a revised not to exceed total of \$850,543.12 with no changes in the completion dates. Since this is an INDOT/LPA project, I will sign the paperwork required from INDOT upon your approval.

Contract Summary		
Original Contract Amount	\$	841,368.00
Change Order #1	\$	975.12 + 0.116% increase
Change Order #2	\$	5,200.00 + 0.618% increase
Change Order #2	\$	3,000.00 + 0.357% increase
Total Revised Contract	\$	850,543.12

Sincerely,

Jason A. Koch, P.E.
City Engineer

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

Contract Information

Contract No.: T -41324	Letting Date:11/16/2022		
District:GREENFIELD DISTRICT	AE:Courtney, Kurt	PE/S:Schulmeyer, Arthur	Status:Draft

Change Order Information

Change Order No.: 003	EWA: N or Force Acct: N
Date Generated: 00/00/0000	Date Approved: 00/00/0000
Reason Code: ERRORS & OMISSIONS, Qty Related, Minor	
Description: Relocated signal pole foundations	

Original Contract Amount	\$ 841,368.00	
Current Change Order Amount	\$ 3,000.00	Percent: 0.357 %
Total Previous Approved Changes	\$ 6,175.12	Percent: 0.734 %
Total Change To-Date	\$ 9,175.12	Percent: 1.091 %
Modified Contract Amount	\$ 850,543.12	

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: T -41324
Project: 1801424 - State:180142400LC3
Change Order Nbr: 003
Change Order Description: Relocated signal pole foundations
Reason Code: ERRORS & OMISSIONS, Qty Related, Minor

CLN	PCN	PLN	Item Code	Unit	Unit Price	CO Qty	Comment	Amount Change
0029	1801424	0013	805-02645	EACH	1,500.000	2.000	C	Amount:\$ 3,000.00

Item Description: SIGNAL POLE FOUNDATION, 24 IN. X 24 IN. X 36 IN.

Supplemental Description1:
Supplemental Description2:

Total Value for Change Order 003 = \$ 3,000.00

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 pre final walkthrough it was discovered that 2 signal poles needed relocated. 1 had been placed directly under a tree. The canopy of the tree blocked the sunlight from reaching the solar panel causing power supply issues. The other had been placed in front of a stop sign causing site issues and a potential public safety issue. These 2 foundations are to be relocated. this is a participating 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:_____

Signed By:_____

Date:_____

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

APPROVED FOR LOCAL PUBLIC AGENCY

(SIGNATURE)

(TITLE)

(DATE)

(SIGNATURE)

(TITLE)

(DATE)

SUBMITTED FOR CONSIDERATION

PE/S _____

APPROVED FOR INDIANA DEPARTMENT OF TRANSPORTATION

Approval Level	Name of Approver	Date	Status
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