

**BOARD OF PUBLIC WORKS AND SAFETY**  
**Agenda Request Form**

(Form B-01-2012)

*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:	1-24-14	Requested Meeting Date:	2-3-14
		Confirmed Meeting Date:	
Received by:			
<b>Contact Information: Please provide all requested information in the fields below. (Print or Type)</b>			
On Behalf of Organization or Individual:		Planning and Engineering Department	
Name:	Travis Underhill	Telephone:	736-3631
Title or Position:	City Engineer		
E-Mail:	<a href="mailto:tunderhill@franklin.in.gov">tunderhill@franklin.in.gov</a>		
Address:	70 E. Monroe Street		
City:	Franklin	State:	IN
		ZIP:	46131
<b>Who will attend the meeting and present the request?</b>			
Name:	Travis Underhill	Telephone:	736-3631
Title or Position:	City Engineer		
E-Mail:	<a href="mailto:tunderhill@franklin.in.gov">tunderhill@franklin.in.gov</a>		
<b>Please describe the purpose or title of your presentation.</b>			
Change Order – Additional Time to complete Sign Replacement Project			
<b>Supporting documents: All supporting documents should be submitted with the request form.</b>			
1. Change Order and Supporting Documents			
2.			
3.			
4.			

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

**Contract Information**

District:SEYMOUR DISTRICT

Contract No.: T -35504

AE:Ewing, Douglas

Letting Date:07/10/2013

PE/S:Fox, Gary

Status:Draft

**Change Order Information**

Date Generated: 12/02/2013

Change Order No.: 001

Date Approved: 00/00/0000

EWA: N or Force Acct: N

Reason Code: STANDARDS/SPECS CHANGE, Completion Time

Description: Time Extension - Material delivery delays

Original Contract Amount

\$ 347,574.45

Current Change Order Amount

\$ 0.00

Percent: 0.000 %

Total Previous Approved Changes

\$ 0.00

Percent: 0.000 %

Total Change To-Date

\$ 0.00

Percent: 0.000 %

Modified Contract Amount

\$ 347,574.45

**Time Extension Information**

Date Initiated 12/02/2013

Date Completed 01/15/2014

Original Contract Time

SS Completion Date 11/15/2013 or SS Calendar/Work Days 0

SP Date 00/00/0000

or SP Days

(SS = Standard Specification, SP = Special Provision)

Time Element Description: The Time extension is being requested due to the Contract falling late in the construction season. The material supplier was diligently working 7 days per week to meet all demands inclusive of other projects. The supplier was unable to produce materials and make deliveries meeting the project completion date. Reference Standard Specification section 108.08 a 5.

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 11/25/2013 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 -35504  
 Project: State:1172117  
 Change Order Nbr: 001  
 Change Order Description: Time Extension - Material delivery delays  
 Reason Code: STANDARDS/SPECS CHANGE, Completion Time

CLN	PCN	PLN	Item Code	Unit	Unit Price	CO Qty	Comment	Amount Change
Total Value for Change Order 001 = \$ 0.00								

**Contract Completion Date Time Adjustment**

Original Completion dt: 11/15/2013      Adj compl dt 05/01/2014      Adj No. of Days 157

Explanation: The Time extension is being requested due to the Contract falling late in the construction season. The material supplier was diligently working 7 days per week to meet all demands inclusive of other projects. The supplier was unable to produce materials and make deliveries meeting the project completion date. Reference Standard Specification section 108.08 a 5.

**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

The Time extension is being requested due to the Contract falling late in the construction season. The material supplier was diligently working 7 days per week to meet all demands inclusive of other projects. The supplier was unable to produce materials and make deliveries meeting the project completion date. Reference Standard Specification section 108.08 a 5.

**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

## Gary A. Fox

---

**From:** Michele Johnson <chelejohnson@tds.net>  
**Sent:** Thursday, October 03, 2013 2:59 PM  
**To:** Gary A. Fox  
**Subject:** RE: Contract T-35504 Franklin signs schedule

The earliest we would see any signs would be next week, which surprised me, as that would only be 4 weeks since the pre-con. We haven't gotten a delivery date on the post yet, but I would expect that will be the least of the worries. I will try to get a more solid date for you – but for the time being, let's say Monday Oct. 14.  
Thanks -

*Michele A. Johnson*

President  
M.A.S. Markers, Inc. // Aardvark Tidy Toilets  
1625 S 400 E  
Lebanon, IN 46052  
317-769-7200 (M.A.S. office)  
317-769-7201 (fax)  
317-769-7202 (A.T.T. office)  
[chelejohnson@tds.net](mailto:chelejohnson@tds.net)

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**From:** Gary A. Fox [<mailto:GFox@schneidercorp.com>]  
**Sent:** Thursday, October 03, 2013 2:31 PM  
**To:** Michele A. Johnson ([chelejohnson@tds.net](mailto:chelejohnson@tds.net))  
**Subject:** Contract T-35504 Franklin signs schedule

Michele,

Are you getting close to starting installation work for the Franklin project? I need to get an idea for my schedule, please advise.

Thank you,

Gary Fox



**Gary Fox, PLS, PE** | Construction Engineer & Inspector  
**The Schneider Corporation** | 8901 Otis Ave, Indianapolis, IN 46216  
(o) 317.826.7119 | (c) 317.450.8795  
[GFox@SchneiderCorp.com](mailto:GFox@SchneiderCorp.com)  
[SchneiderCorp.com](http://SchneiderCorp.com)

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## Gary A. Fox

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**From:** Michele Johnson <chelejohnson@tds.net>  
**Sent:** Monday, October 07, 2013 12:46 PM  
**To:** Gary A. Fox  
**Subject:** FW: T35504 Approval and production schedule  
**Attachments:** Franklin Sign Replacement MAS Approval.xls

I am going to send you some emails from the manufacturer to keep you up to date on production. This one actually has tentative dates. Instead of overwhelming everyone, I am just sending these on to you.

Thank you -

### *Michele A. Johnson*

President  
M.A.S. Markers, Inc. // Aardvark Tidy Toilets  
1625 S 400 E  
Lebanon, IN 46052  
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317-769-7202 (A.T.T. office)  
[chelejohnson@tds.net](mailto:chelejohnson@tds.net)

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**From:** Todd Zellers [<mailto:todd.zellers@stelloproducts.com>]  
**Sent:** Sunday, September 29, 2013 12:56 PM  
**To:** 'Michele Johnson'  
**Subject:** T35504 Approval and production schedule

Hello Michele,

I have attached remaining grids to approved for production. I have highlighted in yellow question spots. These mostly result from lack of FT2 being included and I am unsure if they need to be deleted or not. I have also highlighted street blades that are not .100 to be sure .080 is correct in this instance.

I got here by sorting out all of the "Do Not Disturbs", "Reinstalls", "Remove and Do Not Replace Sign", etc. Anything that I though might need to be fabricated but did not include a FT2 total I questioned.

As for the production schedule ... No way around it this is going to take time and I believe that the production schedule from INDOT is unrealistic. Custom fabricated street blades with logos are very difficult to produce from any manufacturer. Edge borders, also, lead to excessive trimming time as each fabricated face as to be hand trimmed. Throw in the custom punching and you have may factors going against the timeframe. At times I have been consulted through engineering companies to help determine the time estimate. I would not have suggested this one.

Anyway -- we will do our very best. We have been working OT and weekends on this one already.

Here is my best educated guess as of now:

Map Locations 4-7 Oct. 9  
Map Locations 8-11 Oct. 25  
Map Locations 12-14 Nov. 8  
Map Locations 15-17 Nov 15  
Map Locations 17-1-19 and (Installed by Others) 11/22

This is subject to change especially with the crammed back end. More time would be helpful.

Lots here to digest ... Please let me know your thoughts and I will do my best to help in any way.

Thank you!

Todd N. Zellers  
President  
Stello Products, Inc.  
800-878-2246 toll free  
812-829-2246  
765-720-1558 mobile  
[www.stelloproducts.com](http://www.stelloproducts.com)  
YOUR FIRST STOP FOR SIGNS

## Gary A. Fox

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**From:** Michele Johnson <chelejohnson@tds.net>  
**Sent:** Thursday, October 10, 2013 2:58 PM  
**To:** Gary A. Fox  
**Subject:** FW: T-35504 problems

This issue that I told you about earlier this week is causing many more problems than anticipated. We just spoke with the manufacturer and he's having to add a week onto production time for grids 4-7. We are trying to stay on top of everything and will keep you apprised as soon as we know what is going on. This will run into your time off, but we will make it work.

### *Michele A. Johnson*

President  
M.A.S. Markers, Inc. // Aardvark Tidy Toilets  
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317-769-7202 (A.T.T. office)  
[chelejohnson@tds.net](mailto:chelejohnson@tds.net)

---

**From:** Todd Zellers [<mailto:todd.zellers@stelloproducts.com>]  
**Sent:** Tuesday, October 08, 2013 8:54 AM  
**To:** 'Michele Johnson'  
**Subject:** T-35504 problems

Good morning -- I think.

Just wanted to give you a heads up that we are having a slow time applying edge borders to the signs for this project. I expected all of the street blades for the first grids to be done tomorrow, but now I am not so sure. Thought about back tracking to a non edge border, but our hole pattern has already been established and we have fabricated and sheeted sign blanks to match. Furthermore -- we have already cut the faces for the first 330 blades in grids 4-7.

I will know more soon. I have three crews working on this.

Thanks.

Todd N. Zellers  
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YOUR FIRST STOP FOR SIGNS

## Gary A. Fox

---

**From:** Gabriel Franco <gfranco@francoengineers.com>  
**Sent:** Monday, October 21, 2013 6:47 PM  
**To:** Gary A. Fox; Jon Baldry  
**Cc:** Mischa P.E.  
**Subject:** Fw: T-35504, Franklin Signs Project

Hello Gary and Jon.

We received the message below from Michele Johnson moving the start day to Wednesday.

We will plan to be at the site this coming Wednesday unless we hear different.

Thank you.

Gabriel Franco, P.E.  
Franco Consulting Engineers  
4668 Pearcrest Way  
Greenwood IN 46143

Office: (317) 458-0255  
Fax: (317) 458-0255  
Cell: (317) 446-4862

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----- Forwarded Message -----

**From:** Michele Johnson <[chelejohnson@tds.net](mailto:chelejohnson@tds.net)>  
**To:** Gabriel Franco <[gfranco@francoengineers.com](mailto:gfranco@francoengineers.com)>  
**Sent:** Monday, October 21, 2013 2:07 PM  
**Subject:** T-35504

The hardware has not yet been delivered, so I'm going to call it now and change the start day to Wednesday. I am very sorry for any inconvenience this has caused you.

Please let me know if you have any questions - thank you -

*Michele A. Johnson*

President

M.A.S. Markers, Inc. // Aardvark Tidy Toilets

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317-769-7202 (A.T.T. office)

[chelejohnson@tds.net](mailto:chelejohnson@tds.net)

## Gary A. Fox

---

**From:** Michele Johnson <chelejohnson@tds.net>  
**Sent:** Monday, November 04, 2013 2:49 PM  
**To:** Gary A. Fox  
**Subject:** FW: Franklin Production Schedule

Hi Gary –

Just got this from manufacturer – I know they are pressing very hard to get this done – working 7 days a week. I also know Grid 16 has scared me from the beginning –

I will continue to keep you posted as the time passes –

Thanks –  
Michele

*Michele A. Johnson*

President  
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Lebanon, IN 46052  
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317-769-7201 (fax)  
317-769-7202 (A.T.T. office)  
[chelejohnson@tds.net](mailto:chelejohnson@tds.net)

---

**From:** Todd Zellers [<mailto:todd.zellers@stelloproducts.com>]  
**Sent:** Monday, November 04, 2013 2:12 PM  
**To:** 'Michele Johnson'  
**Subject:** Franklin Production Schedule

Hello Michele,

I wanted to give you an updated production schedule for Franklin if I could .... This is my best estimate as of now:

Grids 12 -14 We are working on this one as I type. Should be pretty close to Friday/Monday as scheduled.

Grids 15, 16, 17 This is where we'll get bogged down. 16 is pretty big. Looking at Nov. 25 or so.

17-1, 17-2 19 and delivered to others Dec. 13.

This is what I have thus far I will do my best to be ahead. Advise with issues.

Thanks!

Todd N. Zellers  
President  
Stello Products, Inc.  
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765-720-1558 mobile  
[www.stelloproducts.com](http://www.stelloproducts.com)  
YOUR FIRST STOP FOR SIGNS

## Gary A. Fox

---

**From:** Michele Johnson <chelejohnson@tds.net>  
**Sent:** Thursday, November 14, 2013 8:31 AM  
**To:** Gary A. Fox  
**Subject:** T-35504 more signs

The next shipment of signs is scheduled to be delivered today. We are going to take the time to separate and verify the order, so at this point we aren't planning on returning until next Monday. I'm hoping that replacement signs for the earlier grids are included this time. Will keep you posted.

Corrections were made to the list of signs that were too low; in some cases (14, if I counted correctly) a longer post was required. How do you want me to note the length difference?

Thanks -

*Michele A. Johnson*

President

M.A.S. Markers, Inc. // Aardvark Tidy Toilets

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[chelejohnson@tds.net](mailto:chelejohnson@tds.net)

## Gary A. Fox

---

**From:** Michele Johnson <chelejohnson@tds.net>  
**Sent:** Thursday, December 12, 2013 3:41 PM  
**To:** Gary A. Fox  
**Subject:** FW: T-35504 production

Hello again -

As for a remaining production schedule, I know this is a really rough estimate, but Stello is looking at grids 17-1 to 19 shipped next week, hopefully Monday. The ones to be handed over will be later in the week. I personally am looking at this as quite optimistic - and I will keep you informed.

Next to contend with is the frozen ground - we are unsure what, if any, work can be done while it is this frigid. Steve has been monitoring the extended weather forecasts, for both snow and cold. I will keep you updated as soon as I know something.

If you need something more formal than this email, let me know and I'll take care of it.

Thank you!

*Michele A. Johnson*

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[chelejohnson@tds.net](mailto:chelejohnson@tds.net)

---

**From:** Sales [<mailto:toddzellers@gmail.com>]  
**Sent:** Thursday, December 12, 2013 3:02 PM  
**To:** 'Michele Johnson'  
**Subject:** RE: T-35504 production

Balance of signs you are putting up will ship Monday -- they are viturally finished. We will attempt to send missing with them.

IBO should be later next week.

---

**From:** Michele Johnson [<mailto:chelejohnson@tds.net>]  
**Sent:** Thursday, December 12, 2013 2:53 PM  
**To:** [todd.zellers@stelloproducts.com](mailto:todd.zellers@stelloproducts.com)  
**Subject:** T-35504 production

Hey again -

Just got a request from our project engineer, looking for the estimated delivery on the final signs. Anything I can pass on?

Thanks!

*Michele A. Johnson*

President

M.A.S. Markers, Inc. // Aardvark Tidy Toilets

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[chelejohnson@tds.net](mailto:chelejohnson@tds.net)

**From:** Gary A. Fox  
**To:** ["Ewing, Douglas"](mailto:Ewing_Douglas)  
**Cc:** [tunderhill@franklin.in.gov](mailto:tunderhill@franklin.in.gov)  
**Subject:** RE: time extension for T 35504  
**Date:** Friday, January 10, 2014 3:10:00 PM

---

Doug,

Travis Underhill is okay with the May 1, 2014 completion date. I will revise the change order and advise when it is ready for your approval.

I checked with Michele Johnson on sign delivery. She said they were supposed receive the last of them today and she is working on a remaining quantity total. Map sheets 4 thru 13 are complete, less punchlist items. Map sheet 14 just has a few left. Work on sheets 15 thru 19 has not been started yet. I have totaled about 650 sign assemblies (all signs & post) on sheets 15 thru 19.

Thank you,  
Gary Fox

[Gary.Fox@schneidercorp.com](mailto:Gary.Fox@schneidercorp.com)  
317-450-8795

---

**From:** Ewing, Douglas [mailto:DEWING@indot.IN.gov]  
**Sent:** Friday, January 10, 2014 11:37 AM  
**To:** Gary A. Fox  
**Subject:** time extension for T 35504

Gary,

I found out, during our peer group meeting, that we will need to show the completion time into April, due to the work day thing.

So, I would propose an ending date of say May 1, 2014.

Let me know what you think.

PS What is the latest on the sign delivery schedule, and about how many signs are we talking about?

Thanks,

Doug Ewing, PE  
Seymour District Construction  
Area Engineer  
Office: 812-524-3744  
Cell: 812-569-3198

[dewing@indot.in.gov](mailto:dewing@indot.in.gov)

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