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:	7-16-14	Requested Meeting Date:	7-21-14
		Confirmed Meeting Date:	
Received by:			

Contact Information: Please provide all requested information in the fields below. (Print or Type)

On Behalf of Organization or Individual: Planning and Engineering Department

Name:	Travis Underhill	Telephone:	736-3631
Title or Position:	City Engineer		
E-Mail:	tunderhill@franklin.in.gov		
Address:	70 E. Monroe Street		

City:	Franklin	State:	IN	ZIP:	46131

Who will attend the meeting and present the request?

Name:	Travis Underhill	Telephone:	736-3631
Title or Position:	City Engineer		
E-Mail:	tunderhill@franklin.in.gov		

Please describe the purpose or title of your presentation.

Change Order 1 for Façade Grant Project

Supporting documents: All supporting documents should be submitted with the request form.

1. Change Order
2.
3.
4.

Questions about this application or the process described should be directed to the Clerk Treasurer's Office at 70 E. Monroe Street, Franklin Indiana 46131 or by email at jalexander@franklin.in.gov or call 317-736-3609.

AIA Document G701™ – 2001

Change Order

PROJECT *(Name and address)*: City of Franklin 18-20 E. Jefferson St., 26 E. Jefferson St., 50 W. Jefferson St., 58 W. Jefferson St., 62 W. Jefferson St., 98 W. Jefferson St., 49 W. Monroe St.	**CHANGE ORDER NUMBER:** 001 **DATE:** May 27, 2014	OWNER: ☐ ARCHITECT: ☐ CONTRACTOR: ☐ FIELD: ☐
TO CONTRACTOR *(Name and address)*: City of Franklin 70 East Monroe Street Franklin, IN 46131	**ARCHITECT'S PROJECT NUMBER:** 1263-0860-90 **CONTRACT DATE:** February 26, 2014 **CONTRACT FOR:** General Construction	OTHER: ☐

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

Add door at 20 East Jefferson St (Attached RFQ 001)	$ 4,166.00
Credit for flooring not installed at 62 West Jefferson St. (Attached RFQ 002)	(4,067.00)
Add knee walls 62 West Jefferson St. (Attached RFQ 003)	1,064.00
Credit for gyp. bd and painting not installed at 62 West Jefferson St. (Attached RFQ 004)	(1,100.00)
Add bulkhead at 50 West Jefferson St. (Attached RFQ 005)	2,250.00
Total add	$ 2,313.00

The original Contract Sum was	$	460,500.00
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	460,500.00
The Contract Sum will be increased by this Change Order in the amount of	$	2,313.00
The new Contract Sum including this Change Order will be	$	462,813.00

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is August 25, 2014

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which 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.

DLZ, Indiana LCC **ARCHITECT** *(Firm name)*	Terstep Co, Inc. **CONTRACTOR** *(Firm name)*	City of Franklin **OWNER** *(Firm name)*
157 East Maryland Street Indianapolis, IN 46204 **ADDRESS**	9292 East 131st Street Fishers, IN 46038 **ADDRESS**	70 East Monroe Franklin, IN 46131 **ADDRESS**
BY *(Signature)*	Steve Meier **BY** *(Signature)*	**BY** *(Signature)*
Scott Carnegie *(Typed name)*	Steve Meier *(Typed name)*	Travis Underhill *(Typed name)*
6.11.14 **DATE**	5/30/2014 **DATE**	**DATE**

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User Notes:
(1295536966)

Request For Change

PROJECT TITLE: City of Franklin - Main Street Revitalization Project

GRANT NUMBER: MS-11-101

DATE: April 22, 2014

CONTRACTOR: TERSTEP CO., INC.
9292 East 131st Street
Fishers, Indiana 46038

RFQ# 001

DESCRIPTION OF WORK: Provide and install additional exterior door and hardware for 18-20 E. Jefferson

Terstep Co, Inc. Cost Breakdown

a. General Conditions-	
b. Labor, Material, Equipment-	
c. Overhead/Fee 15%-	$ -
d. Terstep Sub Total-	$ -

Subcontractor Cost Breakdown

e.	Contractor/Cost- Kelly Brothers Description of Work- Supply Door and Hardware for Extra Opening	$ 3,787.00
f.	Contractor/Cost- Description of Work-	
g.	Contractor/Cost- Description of Work-	
h.	Contractor/Cost- Description of Work-	
i.	Contractor/Cost- Description of Work-	
j.	Contractor/Cost- Description of Work-	

Terstep Co. 10% Fee-	$ 378.70
Subcontractor Sub Total-	$ 4,165.70

Terstep Sub Total	$ -
Subcontractor Sub Total-	$ 4,165.70
GRAND TOTAL-	**$ 4,166**

Total Number of Calendar Days Required to Complete The Above Change:

Signed: Steve Meier - PM

Steve Meier-Project Manager

Date: April 22, 2014

Request For Change

PROJECT TITLE: City of Franklin - Main Street Revitalization Project

GRANT NUMBER: MS-11-101

DATE: April 22, 2014

CONTRACTOR: TERSTEP CO., INC.
9292 East 131st Street
Fishers, Indiana 46038

RFQ# 002

DESCRIPTION OF WORK: Credit for not installing floor at 62 West Jefferson

Terstep Co, Inc. Cost Breakdown

a.	General Conditions-	
b.	Labor, Material, Equipment-	$ (3,536.50)
c.	Overhead/Fee 15%-	$ (530.48)
d.	Terstep Sub Total-	$ (4,066.98)

Subcontractor Cost Breakdown

e.	Contractor/Cost- Description of Work-	
f.	Contractor/Cost- Description of Work-	
g.	Contractor/Cost- Description of Work-	
h.	Contractor/Cost- Description of Work-	
i.	Contractor/Cost- Description of Work-	
j.	Contractor/Cost- Description of Work-	

Terstep Co. 10% Fee-	$ -
Subcontractor Sub Total-	$ -
Terstep Sub Total	$ (4,066.98)
Subcontractor Sub Total-	$ -
GRAND TOTAL-	**$ (4,067)**

Total Number of Calendar Days Required to Complete The Above Change:

Signed: Steve Meier - PM

Steve Meier-Project Manager

Date: April 22, 2014

Request For Change

PROJECT TITLE:	City of Franklin - Main Street Revitalization Project		
GRANT NUMBER:	MS-11-101	DATE:	April 22, 2014
CONTRACTOR:	TERSTEP CO., INC. 9292 East 131st Street Fishers, Indiana 46038	RFQ#	003
DESCRIPTION OF WORK:	Add additional storefront knee walls on the interior of 62 West Jefferson, back to existing columns. Work includes framing, drywall, plywood, fypon trim, cement board and painting.		

Terstep Co, Inc. Cost Breakdown

a. Labor to install walls, finish drywall, trim	$ 585.00
b. Material	$ 225.09
c. Overhead/Fee 15%-	$ 121.51
d. Terstep Sub Total-	$ 931.60

Subcontractor Cost Breakdown

e.	Contractor/Cost- Elite Painting Description of Work- Paint additional drywall and trim	$ 120.00
f.	Contractor/Cost- Description of Work-	
g.	Contractor/Cost- Description of Work-	
h.	Contractor/Cost- Description of Work-	
i.	Contractor/Cost- Description of Work-	
j.	Contractor/Cost- Description of Work-	

Terstep Co. 10% Fee-	$ 12.00
Subcontractor Sub Total-	$ 132.00
Terstep Sub Total	$ 931.60
Subcontractor Sub Total-	$ 132.00
GRAND TOTAL-	**$ 1,064**
Total Number of Calendar Days Required to Complete The Above Change:	

Signed: Steve Meier - PM

Steve Meier-Project Manager

Date: April 22, 2014

Request For Change

PROJECT TITLE:	City of Franklin - Main Street Revitalization Project		
GRANT NUMBER:	MS-11-101	DATE:	April 22, 2014
CONTRACTOR:	TERSTEP CO., INC. 9292 East 131st Street Fishers, Indiana 46038	RFQ#	004
DESCRIPTION OF WORK:	Credit for not installing drywall at wall patch area. Credit also includes finishing and painting		

Terstep Co, Inc. Cost Breakdown

a. Labor to fur wall, hang drywall, finish drywall	$	(780.00)
b. Labor, Material, Equipment-	$	(61.60)
c. Overhead/Fee 15%-	$	(126.24)
d. Terstep Sub Total-	$	(967.84)

Subcontractor Cost Breakdown

e.	Contractor/Cost-	Elite Painting	$ (120.00)
	Description of Work-	Credit for not painting wall	
f.	Contractor/Cost-		
	Description of Work-		
g.	Contractor/Cost-		
	Description of Work-		
h.	Contractor/Cost-		
	Description of Work-		
i.	Contractor/Cost-		
	Description of Work-		
j.	Contractor/Cost-		
	Description of Work-		

Terstep Co. 10% Fee-	$	(12.00)
Subcontractor Sub Total-	$	(132.00)
Terstep Sub Total	$	(967.84)
Subcontractor Sub Total-	$	(132.00)
GRAND TOTAL-	$	**(1,100)**

Total Number of Calendar Days Required to Complete The Above Change:

Signed: Steve Meier - PM

Steve Meier-Project Manager

Date: April 22, 2014

Request For Change

PROJECT TITLE:	City of Franklin - Main Street Revitalization Project		
GRANT NUMBER:	MS-11-101	DATE:	April 22, 2014
CONTRACTOR:	TERSTEP CO., INC. 9292 East 131st Street Fishers, Indiana 46038	RFQ#	005
DESCRIPTION OF WORK:	Install a bulkhead across storefront at 50 West Jefferson. Pricing per onsite review and correspondence.		

Terstep Co, Inc. Cost Breakdown

a. General Conditions-		
b. Labor, Material, Equipment-	$	1,956.50
c. Overhead/Fee 15%-	$	293.48
d. Terstep Sub Total-	$	2,249.98

Subcontractor Cost Breakdown

e.	Contractor/Cost- Description of Work-	
f.	Contractor/Cost- Description of Work-	
g.	Contractor/Cost- Description of Work-	
h.	Contractor/Cost- Description of Work-	
i.	Contractor/Cost- Description of Work-	
j.	Contractor/Cost- Description of Work-	

Terstep Co. 10% Fee-	$	-
Subcontractor Sub Total-	$	-
Terstep Sub Total	$	2,249.98
Subcontractor Sub Total-	$	-
GRAND TOTAL-	**$**	**2,250**

Total Number of Calendar Days Required to Complete The Above Change:

Signed: Steve Meier - PM

Steve Meier-Project Manager

Date: April 22, 2014