



# Board of Public Works and Safety

## Agenda Item

### Cover Sheet

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**MEETING DATE:** December 3, 2024

☐ Consent Agenda Item

☒ New Item for Discussion

☐ Previously Discussed Item

☐ Miscellaneous

**ITEM #:** 13

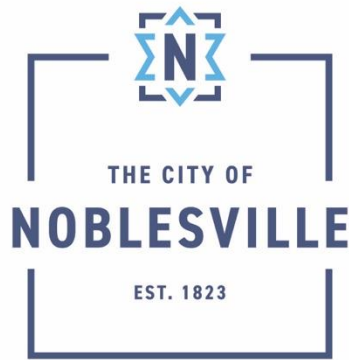
**INITIATED BY:** Andrew Rodewald

☒ Information Attached

☐ Bring Paperwork from Previous Meeting

☐ Verbal

☐ No Paperwork at Time of Packets



**TO:** NOBLESVILLE BOARD OF PUBLIC WORKS AND SAFETY  
**FROM:** ANDREW RODEWALD, PROJECT MANAGER, ENGINEERING  
**SUBJECT:** CHANGE ORDER #1 FOR  
2024 STREET REHABILITATION – CONTRACT II  
**DATE:** DECEMBER 3, 2024

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The 2024 Street Rehabilitation – Contract II project was awarded by the Board of Public Works on June 25, 2024. This project is funded through a 50/50 Community Crossing Matching Grant (CCMG) agreement with INDOT and resurfaced several areas in the city: a portion of Oakmont subdivision, a portion of South Harbour subdivision, a portion of Lochaven subdivision, Forrest Hill Estates subdivision, Lakeview Drive, 196<sup>th</sup> Street and Hague Road (at the Roundabout)

During construction, existing pay items were overrun from the estimate. This was due to additional inspection of areas resulting in more inlet, curb, and sidewalk repair being completed. All costs are covered 100% by the city, but are covered within local contingency funds.

Date	Item	Amount
June 9, 2024	Original Contract	\$2,123,000.00
<i>Pending</i>	<i>Change Order 1</i>	<i>\$210,000</i>
	Total	\$2,333,000.00

I recommend the Board of Public Works approve Change Order 1 for 2024 Street Rehabilitation – Contract II with Calumet Civil Contractors, Inc.

In advance, I greatly appreciate your consideration of this request.

# Change Order



Project: 2024 Street Rehabilitation – Contract II Contract Number: EN-383-02

Change Order No:     #1    

## Description / Justification

Change order is for the overrun of plan quantities within the originally scoped work area. The majority of these were related to sidewalk, curb, and inlet repairs that were more extensive than original inspection confirmed. All costs are covered within contingency funds for the project.

## Change to Contract Price:

Original Contract Price	\$ 2,123,000.00
Net Changes from Previous Change Orders	\$ -
Contract Price prior to this Change Order	\$ 2,123,000.00
Net Change of this Change Order	\$ 210,000.00
Contract Price with all Change Orders	\$ 2,333,000.00

## Change to Contract Time

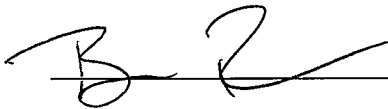
Final Completion (additional work) – June 1, 2025

### Requested By:

Calumet Civil Contractors  
Brad Rader

### Recommended By:

Noblesville Engineering Department  
Andrew Rodewald – Project Manager

 11/25/2024  
Date

 11/25/24  
Date

All of which is approved by the Board of Public Works and Safety of the City of Noblesville this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
Jack Martin, President

\_\_\_\_\_  
John Ditslear, Member

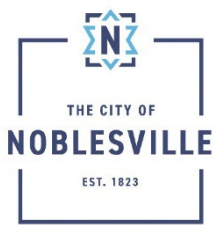
\_\_\_\_\_  
Laurie Dyer, Member

\_\_\_\_\_  
Robert J. Elmer, Member

\_\_\_\_\_  
Rick L. Taylor, Member

ATTEST:

\_\_\_\_\_  
Evelyn L. Lees, Clerk  
CITY OF NOBLESVILLE, INDIANA



## FINANCE & ACCOUNTING

### Funding Verification/Encumbrance Request Form

Date to be submitted to BoW/Park Board: \_\_\_\_\_ (put N/A if not submitting to BoW/Park Board)

Vendor name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Brief description of purchase: \_\_\_\_\_

**Source of Funding:**

Current Year Operational Budget

Subsequent Year Operational Budget<sup>1</sup>

Funding not yet finalized (attach explanation)<sup>2</sup>

Loan or debt proceeds

Non-Appropriated Fund<sup>3</sup>

Fund #		
Department #		
Project # (NA if no project #)		
	Expense Object #	Amount
#1		
#2		
#3		

1) **This option may only be selected AFTER the adoption of the subsequent year budget.** OFA will create a PO after the start of the next year. If contract details change in between form submission and the start of the year, contact OFA Staff.

2) This option may only be selected in unusual circumstances. An additional FVF will need to be submitted to OFA once funding source has been determined. OFA will not create a PO until this follow-up form has been submitted.

3) These funds are not appropriated through the annual budget process. They include but are not limited to grant funds and impact fee funds.

**Are you requesting that a Purchase Order (PO) be created for this expenditure?**

Yes Select for all purchases/contracts that will not be paid immediately

No Select ONLY if department plans to initiate payment immediately

The Department certifies that sufficient appropriation authority exists in the stated fund and expense series to obligate the expense for future payment.

**Department Director**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

Please email completed form to [OFAbudget@noblesville.in.us](mailto:OFAbudget@noblesville.in.us)

**FOR OFFICE OF FINANCE AND ACCOUNTING USE ONLY**

**OFA Action Taken**

☐ Purchase Order Created

PO # (if applicable): \_\_\_\_\_

☐ Reviewed Availability of funds (Contract/Purchase of over \$50k or paid with debt proceeds only)

OFA Signature \_\_\_\_\_

☐ No Action Taken (Department should still include this form in purchase/contract approval submission)

Comments: \_\_\_\_\_

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## Instructions

### When should this form be completed?

1. All agreements reviewed or purchases submitted for approval by the Mayor's Office, Board of Works, or Park Board must be accompanied by a Funding Verification Form (FVF). This form should be completed and reviewed by OFA *prior* to submission of purchase or agreement to the Mayor's Office.
  - Therefore, OFA must receive this form **no later** than 4:00 PM on the Friday prior to the Mayor's Office's submission deadline. *Note: To ensure OFA has sufficient time to review and approve the FVF, please submit as early as possible.*
  - For items to be reviewed by the Park Board, please ask OFA for FVF submission deadline.
2. The FVF is also the tool for encumbering funds for agreements with vendors that are not reviewed by the BoW or Park Board. Submitting this form to OFA will initiate the creation of a Purchase Order (PO) when appropriate.
  - *Note: For agreements that do not require review by the BoW or Park Board, it is still advantageous for departments to encumber the funds as soon as an agreement with the vendor is reached.*

### Completing the Form

1. Fill out information related to the vendor agreement and the source of payment.
  - Check one of the options for funding source; if funding is not yet in place (or it is based on next year's budget), a PO will not be created until funding is finalized.
  - Individual PO's can only be associated with only one (1) project, department, and fund. Therefore, if the cost of a contract is going to be split among multiple projects, departments, or funds, a separate FVF must be submitted for each.
  - An individual PO/encumbrance, however, may be split between multiple expense codes. Fill in each expense code associated with the agreement, as well as the cost associated with each expense code.
2. Along with vendor information and funding source, please indicate whether payment of the expense will be made in full on the next claims docket/billing cycle.
  - If you select "Yes", then no PO number will be created. Selecting "No" will initiate the PO creation process.
3. The department director (or designee) must sign the form certifying that funding exists to pay for the full annual cost of the agreement. *Note: The availability of existing appropriation authority can be checked by using the 'Budget vs. Actual' reports in OpenGov.*
  - For agreements with costs exceeding \$50,000, OFA Staff will also review the department's available appropriation authority to certify that funding is available.
  - For agreements with costs funded from debt or loan proceeds, OFA Staff will also review available resources to certify that funding is available.
4. Once completed, transmit the form to [OFABudget@noblesville.in.us](mailto:OFABudget@noblesville.in.us). Please name the file as follows: Year, Month, Day, Fund #/Department #, brief description.
  - *Example: "2020 02 25 – 101003 – OpenGov Contract"*
5. After receiving the FVF, OFA Staff will review the submission, take whatever action is relevant, and will then transmit a copy back to the department. If a PO will be created, the PO number will be listed at the bottom of the form, and the PO will itself will be attached.