

## ROBERT EHMET HAYES &amp; ASSOCIATES, PLLC

## ARCHITECTS

2512 DIXIE HIGHWAY, COVINGTON (Ft. Mitchell), KENTUCKY 41017-3094

859-331-3121

Fax: 859-331-3332

reharchitects@fuse.net

www.reharchitects.com

ROBERT EHMET HAYES (1981-2008)

MICHAEL BRENT BISHOP

R. EHMET HAYES

JOSEPH AHRENS HAYES

RYAN THOMAS FICKE

February 3, 2012

VIA FAX AND USPS

To: Mr. James R. Palm, Superintendent  
Southgate Independent Schools

RE: SOUTHGATE ELEMENTARY - ADDITION  
REH #350-910 / BG #11-004

Enclosures:

1. Four copies of Change Order No. 4
2. Supplemental Information for Change Order forms

Action  
Required:

1. Execute all four copies.
2. Forward one copy to KDE, together with copy of Board Order accepting this Change Order and executed Supplemental Information for Change Order forms.
3. Retain one copy for your files.
4. Return two copies to this office.

Please Note: While the Kentucky Department of Education does not require their review and approval prior to your executing this Change Order, they do require that a copy of the Board minutes indicating its acceptance be forwarded to them along with copies of the signed Change Order and executed Supplemental Information for Change Order form.

  
Robert Emet Hayes

EH:mjs



# AIA Document G701™ - 2001

## Change Order

**PROJECT (Name and address):**  
Southgate School - Additions and  
Renovations  
William Blatt & Evergreen Avenue  
Southgate, Kentucky 41071

**CHANGE ORDER NUMBER:** 004

**DATE:** January 27, 2012

**OWNER:** ☒

**ARCHITECT:** ☒

**CONTRACTOR:** ☒

**FIELD:** ☐

**OTHER:** ☒

**TO CONTRACTOR (Name and address):**  
Mark Spaulding Construction Co.  
5785 Constitution Drive  
Florence, Kentucky 41042

**ARCHITECT'S PROJECT NUMBER:**

REH #350-910 / BG #11-004

**CONTRACT DATE:** April 15, 2011

**CONTRACT FOR:** Total Project

### THE CONTRACT IS CHANGED AS FOLLOWS:

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

Change Proposal No. 16: Additional drywall required to finish walls where unforeseen bar joists were encountered. (Add \$447)

Change Proposal No. 17: Additional software required for proper operation of Smartboards. (Add \$2,620)

Change Proposal No. 18: The Bid Documents called for an allowance for additional earthwork undercutting. This is standard when earthwork is part of the scope of work in a project. There is a credit due to the Owner for undercutting that was not required as verified by Thelen Associates. (Deduct \$2,786)

Change Proposal No. 19: Credit for not having to saw cut floor to connect new sanitary sewer to existing sanitary sewer; excavation revealed pipe had enough fall to tie in closer to building. (Deduct \$800)

The original Contract Sum was	\$	975,400.00
The net change by previously authorized Change Orders	\$	19,384.00
The Contract Sum prior to this Change Order was	\$	994,784.00
The Contract Sum will be decreased by this Change Order in the amount of	\$	519.00
The new Contract Sum including this Change Order will be	\$	994,265.00

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

**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.**

Robert Ehmet Hayes & Associates, PLLC

**ARCHITECT (Firm name)**

2512 Dixie Highway  
Fort Mitchell, Kentucky 41017

**ADDRESS**

**BY (Signature)**

Ehmet Hayes

(Typed name)

**DATE**

2.3.12

Mark Spaulding Construction Co.

**CONTRACTOR (Firm name)**

5785 Constitution Drive  
Florence, Kentucky 41042

**ADDRESS**

**BY (Signature)**

Mark Spaulding

(Typed name)

**DATE**

01/30/12

Southgate Independent Board of Education

**OWNER (Firm name)**

William Blatt and Evergreen Avenue  
Southgate, Kentucky 41071

**ADDRESS**

**BY (Signature)**

James R. Palm, Superintendent

(Typed name)

**DATE**

AIA Document G701™ - 2001. Copyright © 1979, 1987, 2000 and 2001 by The American Institute of Architects. All rights reserved. WARNING: This AIA Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 15:54:25 on 01/27/2012 under Order No. 2718418075\_1 which expires on 09/08/2012, and is not for resale.

User Notes:

(1865755254)

KENTUCKY DEPARTMENT OF EDUCATION  
DIVISION OF FACILITIES MANAGEMENTCHANGE ORDER SUPPLEMENTAL  
INFORMATION FORM

702 KAR 4:160

(Supplement to AIA G701 and G701/CMa Change Order Forms)

District: Southgate Independent District Code: 537 Facility Name: Southgate Elementary School School Code: 010  
BG #: 11-004 Project: Southgate Elementary School - Addition Contract/Bid Package: Total Project  
Original Contract Sum: \$ 975,400 Change Order Number: 4

Requested Change Order Amount Add \$447 Time Extension Required: ☐ Yes ☒ No  
(Change Proposal #16)

NOTE: All change orders shall be submitted with complete cost breakdown including materials, labor, overhead and profit, and any other descriptive drawings and information.

Contract change requested by:

- |  |   |
|--|---|
| <input type="checkbox"/> Local Board of Education. | <input type="checkbox"/> General Contractor                   |
| <input type="checkbox"/> Architect/Engineer        | <input type="checkbox"/> Construction Manager                 |
| <input type="checkbox"/> Code Enforcement Official | <input checked="" type="checkbox"/> Other: Building Inspector |

Change Order Description and Justification:

Additional drywall required to finish walls where unforeseen bar joists were encountered.

Cost Benefit to Owner:

Owner complied with Building Inspector's requirements

Have contract unit prices been utilized to support the cost associated with this change order?

☐ Yes ☒ No

Is the cost for this change order supported by an alternate bid or competitive price quote(s)?

☐ Yes ☒ No

Does this change order effect the total Architect/Engineer design fee for this project? ☐ Yes ☒ No

Current A/E Contract Amount: \$ \_\_\_\_\_

Fee Amount for this change +/-: \$ \_\_\_\_\_

New A/E Contract Amount: \$ \_\_\_\_\_

Board of Education Designee Signature

Date

Attach additional pages if necessary

KENTUCKY DEPARTMENT OF EDUCATION  
DIVISION OF FACILITIES MANAGEMENTCHANGE ORDER SUPPLEMENTAL  
INFORMATION FORM

702 KAR 4:160

(Supplement to AIA G701 and G701/CMA Change Order Forms)

District: Southgate Independent District Code: 537 Facility Name: Southgate Elementary School School Code: 010  
BG #: 11-004 Project: Southgate Elementary School - Addition Contract/Bid Package: Total Project  
Original Contract Sum: \$ 975,400 Change Order Number: 4

Requested Change Order Amount Add \$2,620 Time Extension Required: ☐ Yes ☒ No  
(Change Proposal #17)

**NOTE: All change orders shall be submitted with complete cost breakdown including materials, labor, overhead and profit, and any other descriptive drawings and information.**

Contract change requested by:

☐ Local Board of Education ☐ General Contractor  
☒ Architect/Engineer ☐ Construction Manager  
☐ Code Enforcement Official ☐ Other: \_\_\_\_\_

Change Order Description and Justification:  
Additional software required for proper operation of Smartboards

Cost Benefit to Owner:  
Smartboards operate efficiently.

Have contract unit prices been utilized to support the cost associated with this change order?

☐ Yes ☒ No

Is the cost for this change order supported by an alternate bid or competitive price quote(s)?

☐ Yes ☒ No

Does this change order effect the total Architect/Engineer design fee for this project? ☐ Yes ☒ No

Current A/E Contract Amount: \$ \_\_\_\_\_

Fee Amount for this change +/-: \$ \_\_\_\_\_

New A/E Contract Amount: \$ \_\_\_\_\_

Board of Education Designee Signature

Date

Attach additional pages if necessary

KENTUCKY DEPARTMENT OF EDUCATION  
DIVISION OF FACILITIES MANAGEMENTCHANGE ORDER SUPPLEMENTAL  
INFORMATION FORM

702 KAR 4:160

(Supplement to AIA G701 and G701/CMa Change Order Forms)

District: Southgate Independent District Code: 537 Facility Name: Southgate Elementary School School Code: 010  
BG #: 11-004 Project: Southgate Elementary School - Addition Contract/Bid Package: Total Project  
Original Contract Sum: \$ 975,400 Change Order Number: 4

Requested Change Order Amount Deduct \$2,786 Time Extension Required: ☐ Yes ☒ No  
(Change Proposal #18)

NOTE: All change orders shall be submitted with complete cost breakdown including materials, labor, overhead and profit, and any other descriptive drawings and information.

Contract change requested by:

☐ Local Board of Education ☒ General Contractor  
☐ Architect/Engineer ☐ Construction Manager  
☐ Code Enforcement Official ☐ Other: \_\_\_\_\_

Change Order Description and Justification:

The Bid Documents called for an allowance for additional earthwork undercutting. This is standard when earthwork is part of the scope of work in a project. There is a credit due to the Owner for undercutting that was not required as verified by Thelen Associates.

Cost Benefit to Owner:

The Owner receives a credit.

Have contract unit prices been utilized to support the cost associated with this change order?

☒ Yes ☐ No

Is the cost for this change order supported by an alternate bid or competitive price quote(s)?

☐ Yes ☒ No

Does this change order effect the total Architect/Engineer design fee for this project? ☐ Yes ☒ No

Current A/E Contract Amount: \$ \_\_\_\_\_

Fee Amount for this change +/-: \$ \_\_\_\_\_

New A/E Contract Amount: \$ \_\_\_\_\_

Board of Education Designee Signature

Date

Attach additional pages if necessary

KENTUCKY DEPARTMENT OF EDUCATION  
DIVISION OF FACILITIES MANAGEMENTCHANGE ORDER SUPPLEMENTAL  
INFORMATION FORM

702 KAR 4:160

(Supplement to AIA G701 and G701/CMa Change Order Forms)

District: Southgate Independent District Code: 537 Facility Name: Southgate Elementary School School Code: 010  
BG #: 11-004 Project: Southgate Elementary School - Addition Contract/Bid Package: Total Project  
Original Contract Sum: \$ 975,400 Change Order Number: 4

Requested Change Order Amount Deduct \$800 Time Extension Required: ☐ Yes ☒ No  
(Change Proposal #19)

**NOTE: All change orders shall be submitted with complete cost breakdown including materials, labor, overhead and profit, and any other descriptive drawings and information.**

Contract change requested by:

☐ Local Board of Education  
☒ Architect/Engineer  
☐ Code Enforcement Official

☐ General Contractor  
☐ Construction Manager  
☐ Other: \_\_\_\_\_

Change Order Description and Justification:

Credit for not having to saw cut floor to connect new sanitary sewer to existing sanitary sewer; excavation revealed pipe had enough fall to tie in closer to building.

Cost Benefit to Owner:

Owner receives credit for work not required to be performed.

Have contract unit prices been utilized to support the cost associated with this change order?

☐ Yes ☒ No

Is the cost for this change order supported by an alternate bid or competitive price quote(s)?

☐ Yes ☒ No

Does this change order effect the total Architect/Engineer design fee for this project? ☐ Yes ☒ No

Current A/E Contract Amount: \$ \_\_\_\_\_

Fee Amount for this change +/-: \$ \_\_\_\_\_

New A/E Contract Amount: \$ \_\_\_\_\_

Board of Education Designee Signature

Date

Attach additional pages if necessary