



# AIA® Document G731™ – 2019

## Change Order, Construction Manager as Adviser Edition

**PROJECT: (name and address)**

Christian County High School

5185 Fort Campbell Blvd  
Hopkinsville, KY 42240

**OWNER: (name and address)**

Christian County Board of Education  
200 Glass Avenue Hopkinsville, KY 42240

**CONTRACTOR: (name and address)**

A & K Construction  
100 Calloway Court Paducah, KY 42001

**CONTRACT INFORMATION:**

Contract For: BP 030-07 General  
Trades

Date: September 08, 2023

**CHANGE ORDER INFORMATION:**

Change Order Number: 096

Date: November 05, 2025

**ARCHITECT: (name and address)**

Hafer PSC  
101 E. Second Street, Suite 101 Owensboro, KY 42303

**CONSTRUCTION MANAGER: (name and address)**

Alliance Corporation  
116 E. College Street Glasgow, KY 42141

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Cost associated with transferring funds from Architectural Sales DPO to A&K contract.

The original Contract Sum was	\$ 4,398,145.00
Net change by previously authorized Change Orders	\$ (60,514.18)
The Contract Sum prior to this Change Order was	\$ 4,337,630.82
The Contract Sum will be increased by this Change Order in the amount of	\$ 56,250.00
The new Contract Sum including this Change Order will be	\$ 4,393,880.82

The Contract time will be unchanged by (0) days.

The Contractor's Work shall be substantially complete on .

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that 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, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.**

**ARCHITECT (Signature)**

BY: Eric Rang, Hafer PSC

*(Printed name, title, and license number if required)*

Date

**CONSTRUCTION MANAGER (Signature)**

BY: Kevin Hitchel, Alliance Corporation

*(Printed name and title)*

Date

**CONTRACTOR (Signature)**

BY: Zach Witbart, A & K Construction, Inc.

*(Printed name and title)*

Date

**OWNER (Signature)**

BY: Christopher Bentzel, Christian County Board of Education

*(Printed name and title)*

Date



## Kevin Hitchel

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**From:** Zach Witbart <[zwitbart@akconstruction.com](mailto:zwitbart@akconstruction.com)> on behalf of Zach Witbart  
**Sent:** Tuesday, September 30, 2025 8:22 AM  
**To:** Andrew Hughes  
**Cc:** Kevin Hitchel  
**Subject:** RE: Christian County - Request for Change Order Approval  
**Attachments:** CCHS CO 77 - Delete Kiosk Sliding Grille-Signed.pdf

It would be a deduct of \$56,250 from the DPO to Architectural sales that would need to be added back into my contract.

Here is the signed CO.

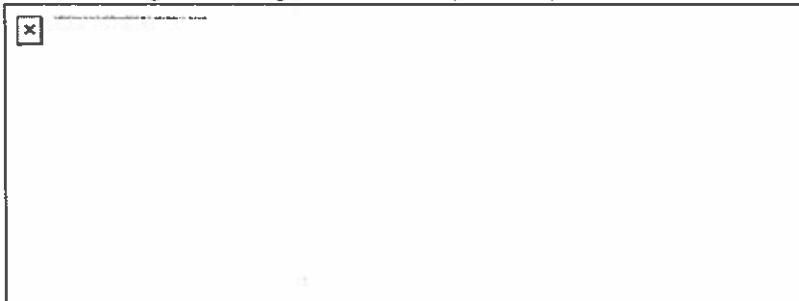
Thanks,  
Zach

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**From:** Andrew Hughes <[ahughes@alliancecorporation.com](mailto:ahughes@alliancecorporation.com)>  
**Sent:** Monday, September 29, 2025 3:41 PM  
**To:** Zach Witbart <[zwitbart@akconstruction.com](mailto:zwitbart@akconstruction.com)>  
**Cc:** Kevin Hitchel <[khitchel@alliancecorporation.com](mailto:khitchel@alliancecorporation.com)>  
**Subject:** Re: Christian County - Request for Change Order Approval

Zach,

I'm referring to Change Order #77 (030-05).



On Mon, Sep 29, 2025 at 3:38 PM Zach Witbart <[zwitbart@akconstruction.com](mailto:zwitbart@akconstruction.com)> wrote:

I sent both of these to you last week. See attached.

Thanks,  
  
Zach

**From:** Kevin Hitchel <[khitchel@alliancecorporation.com](mailto:khitchel@alliancecorporation.com)>  
**Sent:** Monday, September 29, 2025 3:03 PM  
**To:** Zach Witbart <[zwitbart@akconstruction.com](mailto:zwitbart@akconstruction.com)>  
**Cc:** Andrew Hughes <[ahughes@alliancecorporation.com](mailto:ahughes@alliancecorporation.com)>  
**Subject:** RE: Christian County - Request for Change Order Approval

Zach,

Please see below from Andrew in our finance department. Can you go ahead and execute this change order per our previous conversation?

Also, could you go ahead and let me know which purchase order you want me to remove the funds from and in what amount you want transferred to your contract?



**KEVIN HITCHEL**  
*Project Executive*

📞 Office: 270-842-0789 | 270-404-0687  
✉️ [khitchel@alliancecorporation.com](mailto:khitchel@alliancecorporation.com)  
📍 360 8th Avenue Suite 330 | Bowling Green, KY 42101



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**From:** Andrew Hughes <[ahughes@alliancecorporation.com](mailto:ahughes@alliancecorporation.com)>  
**Sent:** Monday, September 29, 2025 6:56 AM  
**To:** Kevin Hitchel <[khitchel@alliancecorporation.com](mailto:khitchel@alliancecorporation.com)>  
**Subject:** Fwd: Christian County - Request for Change Order Approval

Hey Kevin,

Was there ever a solution solved for this change order?

----- Forwarded message -----

From: **Zach Witbart** <[zwitbart@akconstruction.com](mailto:zwitbart@akconstruction.com)>

Date: Thu, Sep 4, 2025 at 3:24 PM

Subject: RE: Christian County - Request for Change Order Approval

To: Andrew Hughes <[ahughes@alliancecorporation.com](mailto:ahughes@alliancecorporation.com)>, Amy Crass <[acrass@akconstruction.com](mailto:acrass@akconstruction.com)>, Kyla Alexander <[kalexander@akconstruction.com](mailto:kalexander@akconstruction.com)>

Andrew,

The amount on this one isn't what I intended. I provided a material deduct which was supposed to be a DPO deduct for you to track with the school (not a deduct from my contract) and a labor deduct (which will be deducted from my contract).

It looks like the total for both is being deducted from my contract which is not the intent.

Thanks,

Zach

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**From:** Andrew Hughes <[ahughes@alliancecorporation.com](mailto:ahughes@alliancecorporation.com)>

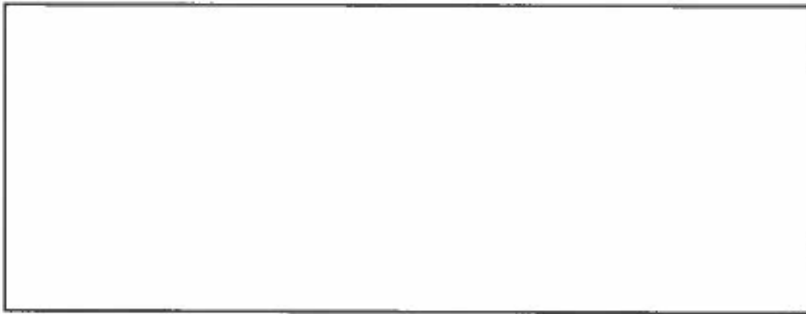
**Sent:** Thursday, September 4, 2025 2:16 PM

**To:** Zach Witbart <[zwitbart@akconstruction.com](mailto:zwitbart@akconstruction.com)>; Amy Crass <[acrass@akconstruction.com](mailto:acrass@akconstruction.com)>; Kyla Alexander <[kalexander@akconstruction.com](mailto:kalexander@akconstruction.com)>

**Subject:** Re: Christian County - Request for Change Order Approval

Good afternoon,

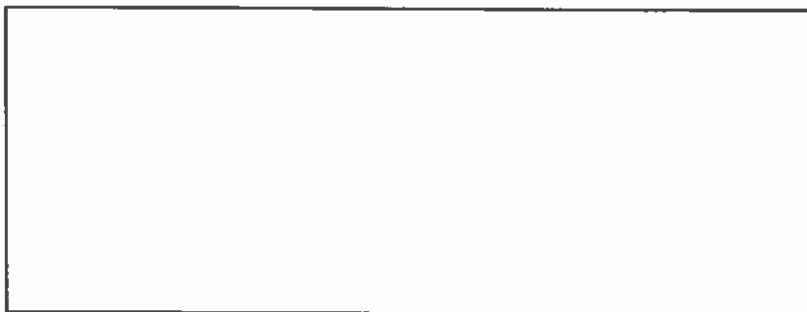
Have you all had a chance to approve the attached change orders? If so, could you please provide signed copies? We really need to get these submitted to FACPAC. I appreciate any help with this. Thanks.



On Wed, Aug 27, 2025 at 10:51 AM Andrew Hughes <[ahughes@alliancecorporation.com](mailto:ahughes@alliancecorporation.com)> wrote:

Good morning,

Below I have attached (2) change orders for the Christian County project that were initially sent to you all August 11th for your approval. I just wanted to circle back to see if you all had a chance to approve/sign the documents? If you have, could you please provide signed copies? We're trying to get these fully executed as quickly as possible. Thanks!



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# FACPAC Contract Change Order

## Supplemental Information Form (Ref# 63633)

Form Status: Saved

Tier 1 Project: Consolidated High School

BG Number: 22-104

Status: Active

District: Christian County (HB678) (115)

Phase: Project Initiation (View Checklist)

Contract: A&amp;K Construction, Inc. , 0030, General Trades

Type: CM Bid Package

Proposed

Change Order Number	4
Time Extension Required	No
Date Of Change Order	11/5/2025
Change Order Amount To Date	Increase

### Construction Contingency

Calculations below are project wide. Remaining negative Construction Contingency may require the submission of a revised BG1.

Current Approved Amount	\$6,320,436.60
Net Approved COs	\$1,043,518.80
Remaining After Approved COs	\$5,276,917.80
Net All COs	\$1,161,002.18
Remaining After All COs	\$5,159,434.42

This Requested Change Order Amount \$56,250.00

+/-

Change In A/E Fee This Change Order

+/-

Change In CM Fee This Change Order \$0.00

+/-

Remaining Construction Contingency \$5,159,434.42

Balance

Contract Change Requested By Contractor

Contract Change Reason Code Expansion of Scope

Change Order Description And Justification

Cost associated with transferring funds from Architectural Sales DPO to A&amp;K contract.

Cost Benefit To Owner

The cost of this change order has been reviewed and determined to be reasonable.

Contract unit prices have been utilized No  
to support the cost associated with this  
change order.



Detailed Cost Breakdown

Contract unit prices have not been utilized, provide a detailed cost breakdown which separates labor, material, profit and overhead.

Detail Item	Amount	Percent of Total
Labor		0.00%
Materials	\$56,250.00	100.00%
Profit and Overhead		0.00%
Bond Insurance		0.00%
Cost Breakdown Total:	\$56,250.00	
Cost for this Change Order supported by an alternate bid or competitive price quote		
Explain Why		
Executed contract with contractor.		

## **Change Order Supplemental Information Form Signature Page (Online Form Ref# 63633)**

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**Architect**

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**Date**

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**Construction Manager**

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**Date**

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**Finance Officer**

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**Date**

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**Local Board of Education Designee**

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**Date**