



**ROBERT EHMET HAYES & ASSOCIATES, PLLC**  
465 Centre View Boulevard, Building 18, Crestview Hills, Kentucky 41017  
859-331-3121

December 23, 2025

VIA EMAIL

To: Mr. Matt Atkins, Acting Superintendent  
Newport Independent Schools

RE: Newport Independent Schools  
Newport High School – CTE Renovations  
DPO #1 – US Specialties  
BG #23-501 / REH #149-523

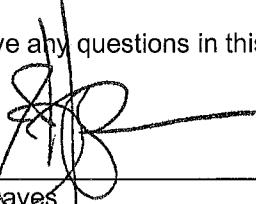
Enclosures: 1. Copy of Change Order No. 1.

Please note KDE's Supplemental Form attached (requires additional signatures).

Action Required:

1. Obtain Board approval.
2. Execute the Change Order and the Supplemental Form, as appropriate.
3. Retain a fully executed copy for your file
4. Return an executed copy, along with the executed Supplemental Form, to this office and we will upload to KDE's FACPAC website on your behalf.

If you have any questions in this regard, please call

  
\_\_\_\_\_  
Joseph Hayes

JAH:jhf



# AIA® Document G701® - 2017

## Change Order

PROJECT: (Name and address)	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
Newport High School - CTE Renovations 900 East 6th Street Newport, KY 41071 REH #149-523 / BG #23-501	Contract For: Total Project Date: December 12, 2024	Change Order Number: 001 Date: December 19, 2025
OWNER: (Name and address)	ARCHITECT: (Name and address)	CONTRACTOR: (Name and address)
Newport Independent Board of Education 30 West 8th Street Newport, KY 41071	Robert Ehmet Hayes & Associates, PLLC 465 Centre View Boulevard Crestview Hills, KY 41017	US Specialties 2205 River Road Louisville, KY 40206

**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.)*

COR #1 - Labor was inadvertently included in the DPO in the amount of \$8,565.00. This needs to be a deduct on the DPO and an add back on the General Contractor's change order - Deduct (\$8,565.00).

The original Contract Sum was	\$ 72,000.00
The net change by previously authorized Change Orders	\$ (8,565.00)
The Contract Sum prior to this Change Order was	\$ 63,435.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 63,435.00

The Contract Time will be unchanged by ( ) days.

The new date of Substantial Completion will be

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, CONTRACTOR AND OWNER.

 ARCHITECT (Signature)	 CONTRACTOR (Signature)	OWNER (Signature)
BY: Joseph Hayes (Printed name, title, and license number if required)	Paul Boller, President (Printed name and title)	BY: Matt Atkins, Acting Superintendent (Printed name and title)
12/23/25 Date	12/23/25 Date	Date

# FACPAC PO Change Order Supplemental Information Form (Ref# 63937)

Form Status: Saved

Tier 3 Project: Newport High School CTE Renovations

BG Number: 23-501

Status: Active

District: Newport Independent (HB678) (452)

Phase: Project Initiation (View Checklist)

Contract: Ashley Builders, 0001, Total Project

Type: General Contractor

Proposed

Purchase Order Number: 1

Vendor Name: US Specialties

Change Order Number

1

Time Extension Required

No

Date Of Change Order

12/15/2025

Change Order Amount To Date

Decrease

## Construction Contingency

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

Current Approved Amount	\$257,304.00
Net Approved COs	\$0.00
Remaining After Approved COs	\$257,304.00
Net All COs	\$-8,565.00
Remaining After All COs	\$265,869.00

This Requested Change Order Amount (\$8,565.00)

+/-

Change In A/E Fee This Change Order

+/-

Change In CM Fee This Change Order

+/-

Remaining Construction Contingency

Balance

Contract Change Requested By      Architect/Engineer

Contract Change Reason Code      Found Condition

Change Order Description And Justification

COR#1 - Intial DPO contained labor in the amount of \$8,565.00. This needs to be deducted from the DPO and added to the General Contractor's contract. - Deduct \$(8,565.00).

Cost Benefit To Owner

COR#1 - DPO inadvertently included the labor which is to be paid through the general contractor. No cost change.

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.

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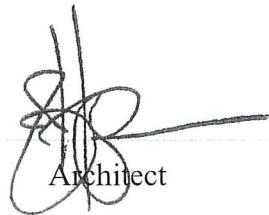
Detail Item	Amount	Percent of Total
Labor	(\$8,565.00)	100.00%
Materials		0.00%
Profit and Overhead		0.00%
Bond Insurance		0.00%

**Cost Breakdown Total:** \$-8,565.00

Cost for this Change Order supported No by an alternate bid or competitive price quote

Explain Why

**Change Order Supplemental Information Form Signature  
Page (Online Form Ref# 63937)**



Architect

12/23/25

Date

Construction Manager

Date

Finance Officer

Date

Local Board of Education Designee

Date