

RESOLUTION 10 - 2012

RESOLUTION ESTABLISHING A CHANGE ORDER PROCEDURE FOR ALL PROJECTS INCLUDED IN THE TRANSPORTATION IMPROVEMENT PROGRAM

WHEREAS, each urbanized area participating in the programs of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) must assure that funded transportation projects are included in the local Transportation Improvement Program (TIP), as well as the Indiana State Transportation Improvement Program (INSTIP), and

WHEREAS, the Madison County Council of Governments (MCCOG) is the agency designated by the Governor to maintain the Transportation Improvement Program (TIP) for the Anderson/Madison County Metropolitan Planning Area, and

WHEREAS, MCCOG has a limited amount of funds that can be designated to qualifying projects within the Anderson/Madison County Metropolitan Planning Area, and

WHEREAS, the Indiana Department of Transportation (INDOT) has established a Standard Operating Procedure (SOP) for Construction Contract Change Orders and Claims defining procedures for both "Major Changes" and "Minor Changes", and

WHEREAS, INDOT defines a "Change Order" as a document issued during the Construction Phase of a project to change Contract Requirements, which can result in a change in costs, a change in time allowed to construct the project, or both, and

WHEREAS, any project within the TIP may be subject to a "Major Change" or "Minor Change" that may impact the limited amount of funds managed by MCCOG and if no additional funds are available, can directly impact the Local Public Agency (LPA) requiring additional financial contributions resulting from those changes, and

WHEREAS, MCCOG has developed a Change Order Approval Procedure for both "Major Changes" and "Minor Changes" for all qualifying projects within the Anderson/Madison County Metropolitan Planning Area with the following basic structure:

- (1) At such time, when the Construction Engineer is informed that a change order is required, the Construction Engineer will contact MCCOG to determine if or what portion of federal funds are available to complete the work required, and
- (2) At such time, MCCOG will verify by phone and/or email whether the funds exist and inform the Construction Engineer from the time notification was received, if federal aid funds are available, and
- (3) At such time, the Construction Engineer will complete the Change Order Form and send it directly to MCCOG to sign the Change Order and indicate the amount federal funds, if any, and the local funds required because of the increased funds, and
- (4) At such time, MCCOG will send the change order to the LPA Engineer for signature by the Authorized Official of the LPA, and
- (5) At such time, the LPA Engineer will provide a signed copy of the Change Order to MCCOG, and
- (6) At such time, MCCOG will forward the Change Order with the corresponding Designation Number (Des. #) to INDOT.

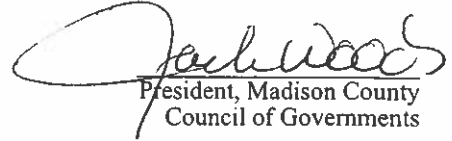
WHEREAS, Change Orders for all items including problem areas, items not included in the original scope, and items that may or may not be covered because of its relationship to another construction component that is under bid must receive approval from MCCOG, and

WHEREAS, it is the responsibility of the LPA to provide notification and/or request for approval for any Change Orders for any LPA project within the TIP, and

WHEREAS, the aforementioned MCCOG Change Order Procedure is not followed, the LPA requesting federal aid funds instead will be required to use 100% local funds for the amount of said change order in its entirety.

THEREFORE, BE IT RESOLVED THAT the Madison County Council of Governments hereby certifies the aforementioned Change Order Procedure as a Policy and Standard to be adhered by all LPA's and other potential Funding Recipients within the Anderson/Madison County Metropolitan Planning Area and is hereby endorsed and approved.

ADOPTED by the Madison County Council of Governments Policy Committee, this 7th day of June, 2012.


President, Madison County
Council of Governments