

REDEVELOPMENT COMMISSION OF THE CITY OF HOBART, INDIANA

Resolution Number 2020-06

**A Resolution to Adopt a Policy to Respond to Change Order Requests
Related to Road and Capital Improvement Projects Funded
by the Hobart Redevelopment Commission and to Authorize the Limited
Engagement of Additional Professional Services**

WHEREAS, the Redevelopment Commission (RDC) of the City of Hobart, Indiana (City) from time to time must evaluate and respond to requests for change orders related to projects administered and funded, in whole or in part, by the RDC, and engage additional services from project professionals on a short-term basis; and

WHEREAS, such requests often arise from unforeseen, urgent or exigent circumstances where quick response is necessary to assure the smooth continuance of construction and other essential project activities, and are often coupled with the need to obtain limited additional professional services to address project issue which are pressing; and

WHEREAS, such requests may also arise during periods when the RDC is not scheduled to meet in the immediate future, or is prevented from meeting due to extraordinary circumstances including, but not limited to, the absence of sufficient members to constitute a quorum, pandemic, or other public emergency; and

WHEREAS, the RDC has determined that a formal policy in writing should be implemented to confer authority on members of the Commission and the staff of the City to address said change order requests and engagement of additional professional services quickly and with due consideration given to the need for public transparency; and

WHEREAS, the RDC desires through this Resolution to adopt the Policy on Response to Change Order Requests and to Authorize the Limited Engagement of Additional Professional

Services which is attached hereto and made a part hereof and to make it immediately effective upon adoption.

THEREFORE, BE IT RESOLVED by the Redevelopment Commission of the City of Hobart, Indiana that:

The document entitled “Policy on Response to Change Order Requests and Engagement of Limited Additional Professional Services” attached hereto is hereby adopted and approved as the current and effective Policy of the RDC commencing immediately and continuing in effect until further notice.

ALL OF WHICH, is adopted as the Resolution of the Redevelopment Commission of the City of Hobart on this 18th day of May, 2020.



CARLA HOUCK, President

ATTEST: 

MARSHA PLESAC, Secretary

**Hobart Redevelopment Commission
Policy on Response to Change Order Requests and Engagement of Limited
Additional Professional Services**

In an effort to respond to change order requests related to RDC funded road and capital improvement projects, the following three change order protocols shall be in effect:

1. Owner's Contingency:
 - a. This applies if such is included as a lump sum within the base bid. (example: \$50,000 is the Owner's Contingency for 69th Ave and is part of the contracted sum with General Contractor)
 - b. Acceptable to spend the Owner's contingency if less than 15% of the Owner's contingency sum (example: Up to \$7,500 can be spent per change order without advanced approval by RDC)
 - c. To be approved by 3 out of 4: RDC President, Director of Development, City Engineer, and Mayor or his/her duly appointed designee (this approval is mandatory)
 - d. To be ratified by RDC at next regular meeting

2. Unforeseen Circumstances that require quick decision-making so construction work can continue:
 - a. Up to \$35,000
 - b. To be approved by 3 out of 4: RDC President, Director of Development, City Engineer, and Mayor or his/her duly appointed designee (this approval is mandatory)
 - c. To be ratified by RDC at next regular meeting

3. Change of Scope or Project Betterment under an existing contract that add cost:
 - a. If time sensitive:
 - i. Up to \$15,000 without prior RDC approval
 - ii. To be approved by 3 out of 4: RDC President, Director of Development, City Engineer, and Mayor or his/her duly appointed designee (this approval is mandatory)
 - iii. Over \$15,000 would require emergency special meeting of RDC to approve
 - iv. To be ratified by RDC at next regular meeting
 - b. Not time sensitive:
 - i. To be approved by RDC at next regular meeting

Additionally, the spending limit of \$4,000 is authorized for other engineering or professional services to be engaged by Director of Development without approval of the RDC provided there are existing contracts with these consultants that allow for approval of additional services or are a General Services type of agreement. Both contract types would have been previously approved by the RDC. If no such contract exists, the Director of Development must also have the approval of the Mayor and RDC President to authorize the needed work under the Mayor's signature if such cannot wait for action at a regular RDC meeting.