


Chief Administrative Office POLICY MEMORANDUM	Date of Issue: December 2, 2013 Revised October 10, 2023	Expiration Date: December 31, 2030	Policy No. 15 Addendum
To: Division of Water Quality	15 Addendum – Subject:		
Signature: 	Customized Process and Format for Contract Change Orders and Contract Modifications: SANITARY SEWERS REMEDIAL MEASURES PLAN		

PURPOSE

This addendum establishes criteria for directive or constructive contract change orders related directly to the Sanitary Sewers Remedial Measures Plan as mandated by the Environmental Protection Agency Consent Decree and applies to both increases and decreases to the contract amount. The list of applicable projects is attached.

APPLICABILITY

The department and / or division will not be required to prepare an Administrative Review Form to request Council approval of a specific change order to a contract related to the Sanitary Sewers Remedial Measures Plan if the contract change order is less than 10.0% of the cumulative contract award.

The department and / or division will be required to prepare an Administrative Review Form to request Council approval of a specific change order to a contract related to the Sanitary Sewers Remedial Measures Plan if the contract change order request is greater than 10.0% of the cumulative contract award or greater than \$1,000,000.

POLICY

The Urban County Council has requested that all contract change orders related directly to the Sanitary Sewers Remedial Measures Plan be managed as follows:

Tier	Cumulative Contract Award % Change	Approving Authority
1	5.0% or less	RMP or Construction Manager
2	5.1% to 10.0%	RMP/Construction Manager/Directors of the Division of Water Quality and Procurement
3	>10.0% or \$1,000,000	Urban County Council

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- I. The department and / or division must notify the Urban County Council of any contract change orders up to 10.0% of the cumulative contract amount.

- II. The correspondence must include a cover memorandum describing the reasons necessitating the contract change order and a copy of the Sanitary Sewers Remedial Measures Plan Contract Change Order Form. The two (2) documents must be submitted to the Urban County Council by means of email within seven (7) business days for notification purposes only.

No.	Project Name
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| 1 | East Hickman FM |
| 2 | East Hickman PS |
| 3 | East Hickman Equalization Tank |
| 4 | Overbrook Farm FM |
| 5 | Overbrook Farm PS |
| 6 | Overbrook Farm Trunk |
| 7 | Delong Road PS and FM |
| 8 | Armstrong Mill Trunks |
| 9 | Hartland 2 and 3 Trunks |
| 10 | Hartland 1 Truck |
| 11 | Eliminate East Lake PS |
| 12 | Century Hills Trunk Upsize |
| 13 | East Lake Truck Upsize |
| 14 | Autumn Ridge Trunk Upsize
Expansion Area #1 Property |
| 15 | Acquisition |
| 16 | WH7 Equalization Tank |
| 17 | West Hickman Main Trunk A |
| 18 | West Hickman Main Trunk B |
| 19 | West Hickman Main Trunk C |
| 20 | Landsdowne South Trunk |
| 21 | West Hickman Main Trunk D |
| 22 | Merrick Trunk |
| 23 | Ecton Trunk |
| 24 | Southeastern Hills Trunk |
| 25 | West Hickman Main Trunk E |
| 26 | West Hickman Main Trunk F |
| 27 | Sutherland Trunk |
| 28 | Idle Hour Trunk |
| 29 | Centre Parkway Trunk |
| 30 | The Island Trunk |
| 31 | Woodhill Trunk |
| 32 | Prather Road Trunk |
| 33 | Richmond Road Trunk |
| 34 | Wildwood Park Trunk |
| 35 | WH WWTP Equalization Tank |
| 36 | Wolf Run Main Trunk A |
| 37 | Wolf Run Main Trunk B |
| 38 | Wolf Run Main Trunk C |
| 39 | Wolf Run Main Trunk D |
| 40 | Wolf Run Main Trunk E |
| 41 | Wolf Run Main Trunk F |

- 42 Wolf Run Main Trunk G
- 43 Wolf Run Equalization Tank
- 44 Parkers Mill Trunk
- 45 Bob O Link Trunk
- 46 Wolf Run Pump Station
- 47 Lower Cane Run EQ Tank
- 48 Expansion Area 3 PS
- 49 Expansion Area 3 FM
- 50 Expansion Area 3 Trunk
- 51 Shandon Park Trunk
- 52 Winburn Trunk
- 53 Thoroughbred Acres Trunk
- 54 Sharon Village PS and FM
- 55 Lower Griffin Gate Trunk
- 56 Upper Cane Run EQ Tank
- 57 Cane Run Trunk
- 58 Lexmark Trunk A
- 59 Lexmark Trunk B
- 60 New Circle Trunk A
- 61 New Circle Trunk B
- 62 Griffin Gate Rehab
- 63 Town Branch WWTP EQ Tank
- 64 Town Branch PS Replacement
- 65 Tie-in Lower Cane Run FM
- 66 UK Trunk A
- 67 UK Trunk B (Newtown Pike Extension)
- 68 UK Trunk C
- 69 UK Trunk D
- 70 UK Trunk E
- 71 Georgetown Road Trunk
- 72 Midland Avenue Trunk
- 73 North Elkhorn PS EQ Tank
- 74 Eastland Trunk
- 75 Liberty Road Trunk
- 76 Greenbriar #2 PS
- 77 Greenbriar Trunk
- 78 Floyd Drive Rehab
- 79 Expansion Area 2A Projects
- 80 South Elkhorn PS Upsize
- 81 Mint Lane Trunk
- 82 Mint Lane PS

SANITARY SEWERS REMEDIAL MEASURES PLAN CONTRACT CHANGE ORDER FORM

Contractor: _____
Project Name: _____
Contract Number: _____
Contract Date: _____
Responsible LFUCG Division: _____

CHANGE ORDER DETAILS

Original Contract Amount: _____
Amount of Change Order: _____
New Contract Amount: \$0.00
Applicable Tier: _____

REQUIRED SIGNATURES

Tier 1

Remedial Measures Plan or Construction Manager Date

Tier 2

Remedial Measures Plan or Construction Manager Date

Director of the Division of Water Quality Date

Director of the Division of Purchasing Date

URBAN COUNTY COUNCIL NOTIFICATION

Employee Submitting Notification Date