

**Public Contract
Application for
Contractual Changes
Contract Change Order # 1**

Project Name: Lynn Lane Wastewater Treatment Plant Sludge Thickener Pump Replacment Project Number: 2354180

PO Number: 22500524 Date of Application: Tuesday, September 9, 2025

Contractor: Crossland Heavy Contractors, Inc. Submitted By: Kassidy Lemons

Summary of Change in Scope of Work

The following scope of work consisting of work location, work description, established quantities, and timeline for completion has been reviewed and agreed upon by the contractor, the origin funding department, and the Engineering and Construction Department.

Change of Work Items Included in this Change Order:

- 1) Request for days.

Change in Contractual Project Time:

- 1) 343 Days due to delayed procurement of the Sludge Thickener Pumps

Plan Sheets or Additional Documents Attached: ☒ Yes ☐ No ☐ Other: _____

Work Order Quantities

Item#	(Spec)	Item Description	Units	Price	Quantity	Total Amount
				\$ -	0	\$ -
						\$ -
						\$ -
Total Change Cost:						\$ -

Summary of Project Costs

Total Previous Change Orders:	\$ -	Original Contract Amount:	\$ 219,325.00
Current Change Order:	\$ -	Amended Contract Amount:	\$ 219,325.00
Total Cost of Change Orders:	\$ -	Percent Change in Contract:	0.00%
Total Cost Applicable to CBA:	\$ -	Percent Change Applicable to CBA:	0.00%

Change Order Authorization

Change Order # <u>1</u> in the sum of: \$ <u>-</u> has been reviewed by all parties and is recommended for approval by:	<small>Digitally signed by Kassidy Lemons DN: cn=Kassidy Lemons, o=City of Broken Arrow, ou=Engineering and Construction Department, email=klemons@cityofbrokenarrow.com, c=US</small>		
Contractor Submitting Change Order:	<u>Kassidy Lemons (CHC)</u>	<u>Kassidy Lemons</u>	<u>09/08/25</u>
	Name	Signature	Date
Construction Division Manager:	<u>Nathanael T. Kohl, PE</u>	<u>Nathanael Kohl</u>	<u>9/11/2025</u>
	Name	Signature	Date
Director of Engineering & Construction:	<u>Charlie Bright, PE</u>	<u>Charlie Bright</u>	<u>9/16/2025</u>
	Name	Signature	Date
Assistant City Manager - Operations:	<u>Kenneth D Schwab, PE</u>	<u>Kenneth Schwab</u>	<u>9/16/2025</u>
	Name	Signature	Date
City Manager:	<u>Michael Spurgeon</u>		
	Name	Signature	Date

This Change is Executed Through:

- ☐ This change to the contract documents is authorized by the City Manager's authority in accordance with the applicable state statutes and COBA Code of Ordinance or
- ☐ This change to the contract documents was approved at the City Council/BAMA meeting held on : _____

Council Agenda Number: _____

City Clerk: _____

Lynn Lane WWTP Sludge Thickener Pump Replacement
Contract No. 2354180

CHANGE ORDER NO. 1
Additional Working Days

September 8th, 2025

To whom it may concern,

According to the contract documents, there are 180 allowable days to reach substantial completion. As described below, CHC is requesting 343 days be added to the contract due to material procurement.

The request for days is based on section "d" of the NTP issued on 10/08/24, which states;
Material Lead Conditions: At the issuance of this letter, it is an understanding that due to the volatility of product lead times, especially with HDPE pipe, the contract time shall be extended by the time it takes from NTP to the time the HDPE (material) pipe arrives on the project"

On 10/14/24, six days after the preconstruction meeting, CHC notified the project team that the specified plug valves had a lead time of 34-36 weeks. Resulting in an approximate delivery date of June 23rd, 2025, if released that day. This notice has been included herein.

At the request of BAMA & EOR, CHC provided alternative valves to review, to reduce the expected lead time. However, the alternates submitted were not considered equal and were ultimately rejected during the review process. The sequence of review & release period has been listed below.

- 10/30/24 – Plug valves submitted to EOR
- 12/05/24 – Plug valves returned Approved
- 12/09/24 – Plug valves released

After receiving approval for the specified plug valves, CHC proceeded with release. According to the latest information provided by our supplier (Core & Main) the Plug valves are expected to ship on 09/09/2025, with an expected delivery date of 09/16/2025.

If additional information and/or backup documentation is needed, please contact Kassidy Lemons.

Thank you,
Kassidy Lemons
Project Manager
Crossland Heavy Contractors
Klemons@heavycontractors.com
(785) 230-0152



BROKEN ARROW MUNICIPAL AUTHORITY

October 8, 2024

Mr. Chris Walters, Vice President
Crossland Heavy Contractors Inc.
14149 East Admiral Place
Tulsa, OK 74116

RE: LETTER #01, CONTRACT #2354180

CONTRACT NAME: Lynn Lane Waste Water Treatment Plant Sludge Thickener Pump Replacement
SUBJECT: NOTICE TO PROCEED, PAY ESTIMATE PROCEDURES AND SUBMITTALS

Mr. Walters:

The following information is provided for your files.

- a. **Notice to Proceed:** This is your official notice to proceed with the Contract #2354180. The start date of this contract is Monday, October 21, 2024 with a contract time of 180 calendar days results in a completion date of April 19, 2025.
- b. **Contract Administration:** The City of Broken Arrow personnel responsible for administration of this contract: Timothy Hopkins, Contract Administrator
- c. **Progress Payments:** The City of Broken Arrow will honor two progress payment requests per month. The next scheduled payroll processing date is Friday, October 25, 2024. Please note that the payroll processing dates are subject to change at the City Council's discretion.

The city will only pay for work in place and materials on site. Please make sure the Inspector on the job gets a copy of all material tickets as well as copies of all surveying notes. These will help us in checking your pay estimate.

- d. **Material Lead Conditions:** At the issuance of this letter, it is an understanding that due to the volatility of product lead times, especially with HDPE pipe, the contract time shall be extended by the time it takes from NTP to the time the HDPE pipe arrives on the project.

If you have any questions concerning these matters, please do not hesitate to call me.

Respectfully,
City of Broken Arrow – Broken Arrow Municipal Authority

Nathanael T. Kohl, P.E.
Construction Division Manager

Kassidy Lemons

From: Hopkins, Timothy <THopkins@brokenarrowok.gov>
Sent: Monday, October 14, 2024 3:13 PM
To: Kassidy Lemons; Kohl, Nathanael; Martin, Kip; Handy, David; Srin Sundaramoorthy
Subject: RE: LLWWTP Sludge Thickener Pump Replacement

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Kassidy,

After talking with Nate, let's wait to fill out any requests or change orders until we have a better idea of when the pumps will be in. Please proceed with submittals.

THx,

Timothy A. Hopkins

City of Broken Arrow
Cellular: 539-900-2800

From: Kassidy Lemons <klemons@heavycontractors.com>
Sent: Monday, October 14, 2024 2:32 PM
To: Kohl, Nathanael <NKohl@brokenarrowok.gov>; Hopkins, Timothy <THopkins@brokenarrowok.gov>; Martin, Kip <KMartin@brokenarrowok.gov>; Handy, David <dhandy@brokenarrowok.gov>; Srin Sundaramoorthy <sriini@s2epllc.com>
Subject: RE: LLWWTP Sludge Thickener Pump Replacement

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That works for me. Is there a document you need me to fill out to request days, since it is no longer on the pay app? Also, would it be best to request them after we have an approved submittal?

CROSSLAND
HEAVY CONTRACTORS

Kassidy Lemons
Project Manager
14149 E. Admiral Pl.
Tulsa, OK 74116

C: 785-230-0152
klemons@heavycontractors.com
website: www.heavycontractors.com
Connect with us:  

Please consider the environment before printing this e-mail.

From: Kohl, Nathanael <NKohl@brokenarrowok.gov>

Sent: Monday, October 14, 2024 2:21 PM

To: Kassidy Lemons <klemons@heavycontractors.com>; Hopkins, Timothy <THopkins@brokenarrowok.gov>; Martin, Kip <KMartin@brokenarrowok.gov>; Handy, David <dhandy@brokenarrowok.gov>; Srin Sundaramoorthy <srini@s2epllc.com>

Subject: RE: LLWWTP Sludge Thickener Pump Replacement

EXTERNAL EMAIL: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

All,

We will keep the NTP date the same, but we can do a change order for the contract time due to lead time on the materials.

Nathan Kohl, P.E., CFM

*Construction Division Manager
Engineering and Construction Department*

City of Broken Arrow

485 N. Poplar Ave.

Broken Arrow, OK 74012

Office: 918-259-7000 ext. 7631 | Cell: 539-292-8929

nkohl@brokenarrowok.gov | www.brokenarrowok.gov



From: Kassidy Lemons <klemons@heavycontractors.com>

Sent: Monday, October 14, 2024 2:03 PM

To: Kohl, Nathanael <NKohl@brokenarrowok.gov>; Hopkins, Timothy <THopkins@brokenarrowok.gov>; Martin, Kip <KMartin@brokenarrowok.gov>; Handy, David <dhandy@brokenarrowok.gov>; Srin Sundaramoorthy <srini@s2epllc.com>

Subject: LLWWTP Sludge Thickener Pump Replacement

CAUTION! This email originated from outside of the City of Broken Arrow network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

All,

Not a great first email to the group, but I have been notified that the specified plug valves have a lead time of 34-36 weeks. If released today, that gives us a delivery date as late as June 23rd, 2025. I have not received a confirmation on the pump lead time yet.

As we determined during our meeting, our NTP was scheduled for October 21st. I would recommend that we revise the NTP date, since the project hasn't began. However, we would have to proceed with submittal reviews if possible. If we can't revise the NTP date without impacting review time for Srin, then we would have to add additional days for procurement.

Please advise how you would like to proceed.

Thank you!



Kassidy Lemons

Project Manager

14149 E. Admiral Pl.

Tulsa, OK 74116

C: 785-230-0152

klemons@heavycontractors.com

website: www.heavycontractors.com

Connect with us:  

Please consider the environment before printing this e-mail.

IMPORTANT!!! Crossland Heavy Contractors will never request to change ACH/wire transfer information by email. If you receive such a request, please contact the Legal Department at 620-429-1414.