

**CITY OF BROKEN ARROW, OKLAHOMA
ENGINEERING/CONSTRUCTION DEPARTMENT**

APPLICATION FOR APPROVAL OF CHANGE OF PLANS

Name: Village Square I, II, III Street Improvements
Contractor: Pavement Conservation Specialists, Inc.

Contract Number: ST1508

Location: Village Square I, II, III Subdivision @ Elm Place & 91st

Date: June 15, 2016

Change Order Number: 01

Approval is requested for the following major changes:

1. Total Number of Days Added by this Change Order:
 - Due to weather delays in the project, an extension of 21 days is requested
2. Reconciling Changes: Due to site conditions varying from design parameters, field adjustments of the plan quantities by the city contract administrator was authorized. These changes in quantities are summarized on the attached "Project Final Quantities Report". The listed change order cost is to adjust the original contract value to the reflected installed contract value.

See attached for Support Documents

Additions to the original contract:

| Item # | Item | Unit | Price | Quantity | Amount |
|--------|------|------|-------|-------------------------|--------|
| | | | | | \$0.00 |
| | | | | | \$0.00 |
| | | | | Total Additions: | \$0.00 |

Deletions to the original contract:

| Item # | Item | Unit | Price | Quantity | Amount |
|--------|---------------------------------------|------|----------|-------------------------|----------|
| CO-1 | Reconcile of Bid/Installed Quantities | LS | \$716.53 | 1.00 | \$716.53 |
| | | | | Total Deletions: | \$716.53 |

This Change Order is a Net Underrun: \$716.53

| | |
|--|--------------|
| Total Previous Change Orders | \$0.00 |
| Total Cost of Change Orders | (\$716.53) |
| Original Contract Amount | \$796,582.50 |
| Percent Change In Contract Amount | -0.09% |

Submitted: _____ Engineer Date: _____

Approved: _____ Contractor Date: _____

Recommended/Approved: _____ Director, Engr. & Const. Date: _____

Approved: _____ City Manager Date: _____

This change order brings the project up to date on all issues of cost increases and time increases as of: 06/15/16

This change was approved at the City Council/BAMA meeting held on: _____
Original Clerk---Original Contractor---Original File---Copy to Finance

| | |
|--|--------------------------------|
| Project Name: <u>Village Square I, II, III Street Improvements</u> | Project Number: <u>ST1508</u> |
| Project Location: <u>Village Square Subdivision - Elm & 91st.</u> | Contract Number: <u>ST1508</u> |
| Prime Contractor: <u>Pavement Conservation Specialist Inc.</u> | Purchase Order: <u>90836</u> |
| Contract Administrator: <u>Joe Vardasco</u> | |

Project Final Quantities Report

| | |
|--|---|
| Date of Notice to Proceed: <u>1/11/2016</u> | Date of Substantial Completion: <u>5/31/2016</u> |
| Original Contract Time: <u>120 Days</u> | Time Added by CO: <u>21 Days</u> |
| | Contract Time Used: <u>141 Days</u> |

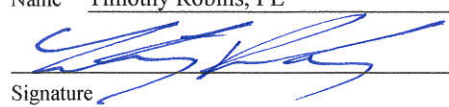
No Liquidated Damages were assessed
 Liquidated Damages were applied (as noted in the Certificate of Substantial Completion)

Change Orders

| CO No.: | Add Cost | Deduct Cost | Item Name/Description of Completion or Correction |
|---------|----------|-------------|---|
| 1 | | \$716.53 | Contract Values Reconcile Change Order |
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Final Contract Values

| | |
|--|----------------------------|
| Original Contract Value | <u>\$796,582.50</u> |
| Total Value of Change Orders | <u>(\$716.53)</u> |
| Total Overrun/Underrun Value | <u>\$716.53</u> |
| Total Liquidated Damages Applied | <u>\$0.00</u> |
| Total Adjusted Final Contract Value | <u>\$795,865.97</u> |
| Total Variance from Original | <u>\$716.53</u> |

| | |
|--|---|
| Construction Manager Recommendation Name <u>Timothy Robins, PE</u>  Signature _____ Date <u>6/15/16</u> | Engineering & Construction Director Approval Name <u>Jeff Bigby, PE.</u> _____ Signature _____ Date _____ |
|--|---|

Project Final Quantities Report Cont. – Final Bid Tab

Project Name: Village Square I, II, III Street Improvements

Project Number: ST1508

| Item No. | Bid Item Description: | Units | Unit Price | Bid Item Quantity | Quantity of Work Installed | Value of Work Installed |
|----------|---|-------|-------------|-------------------|----------------------------|-------------------------|
| 1 | Service Line 3/4 Inch | LF | \$25.00 | 1000 | 0 | \$0.00 |
| 2 | Relocation of Service Line 3/4 Inch | EA | \$1,500.00 | 2 | 0 | \$0.00 |
| 3 | Unclassified Excavation | CY | \$15.00 | 1548 | 2348.75 | \$35,231.25 |
| 4 | Select Borrow | CY | \$50.00 | 45 | 0 | \$0.00 |
| 5 | Temporary Silt Fence | LF | \$3.00 | 200 | 0 | \$0.00 |
| 6 | Temporary Sediment Filter | EA | \$150.00 | 15 | 0 | \$0.00 |
| 7 | Solid Slab Sodding | SY | \$4.50 | 709 | 709 | \$3,190.50 |
| 8 | Aggregate Base Type "A" | CY | \$50.00 | 1950 | 2348.75 | \$117,437.50 |
| 9 | Subgrade Method B | SY | \$1.00 | 5548 | 0 | \$0.00 |
| 10 | Seperator Fabric | SY | \$1.00 | 9963 | 9963 | \$9,963.00 |
| 11 | Tack Coat | GAL | \$2.00 | 2127 | 2127 | \$4,254.00 |
| 12 | Superpave Type S3 | TON | \$70.00 | 2188 | 1992.12 | \$139,448.40 |
| 13 | Superpave Type S5 | TON | \$80.00 | 1576 | 2271.8 | \$181,744.00 |
| 14 | Full Width Cold Pavement | SY | \$2.00 | 8301 | 17350.8 | \$34,701.60 |
| 15 | 6'-2" Edge Mill Pavement | SY | \$2.00 | 1465 | 0 | \$0.00 |
| 16 | Curb and Gutter 6" Barrier | LF | \$25.00 | 3187 | 3695.7 | 92392.50 |
| 17 | 4' Concrete Sidewalk | SY | \$50.00 | 20 | 42.8 | \$2,140.00 |
| 18 | Type "B" Handicap Ramp | EA | \$1,000.00 | 2 | 3 | \$3,000.00 |
| 19 | Combination "A" & "B" H. Ramp | EA | \$1,000.00 | 2 | 2 | \$2,000.00 |
| 20 | 6" Concrete Driveway (HES) | SY | \$55.00 | 311 | 477.17 | \$26,244.35 |
| 21 | Removal of Asphalt Pavement | SY | \$3.00 | 7388 | 9083.54 | \$27,250.62 |
| 22 | Removal of Curb & Gutter 6" | SY | \$2.00 | 3187 | 3695.7 | \$7,391.40 |
| 23 | Removal of Concrete Drive | SY | \$5.00 | 311 | 346.41 | \$1,732.05 |
| 24 | Removal of Conc. Sidwalk & Ramps | SY | \$3.00 | 44 | 42.8 | \$128.40 |
| 25 | Removal of Concrete Hoods Replace with Cast Iron Hoods | EA | \$1,500.00 | 6 | 0 | \$0.00 |
| 26 | Adjust Manhole to Grade | EA | \$750.00 | 2 | 0 | \$0.00 |
| 27 | Adjust Water Valve to Grade | EA | \$250.00 | 3 | 3 | \$750.00 |
| 28 | Adjust Water Meter to Grade | EA | \$250.00 | 10 | 9 | \$2,250.00 |
| 29 | Remove Speed Humps | EA | \$500.00 | 2 | 2 | \$1,000.00 |
| 30 | Remove and Reset Mailbox | EA | \$150.00 | 30 | 30 | \$4,500.00 |
| 31 | Mobilization | LS | \$15,000.00 | 1 | 1 | \$15,000.00 |
| 32 | Construction Staking Level II | LS | \$11,500.00 | 1 | 1 | \$11,500.00 |
| 33 | Remove and Reset Signs | EA | \$150.00 | 1 | 1 | \$150.00 |
| 34 | Construction Traffic Control | LS | \$13,000.00 | 1 | 1 | \$13,000.00 |
| 35 | Asphalt Street Patch | SY | \$70.00 | 1859 | 849.52 | \$59,466.40 |

Total Final Contract Value: \$795,865.97

| Contractor Project Name | | Contract Number: | | Current Date & Time: | | Village Square I, II, and III Street Improvements | | | | | |
|---|--|------------------|-----------------|----------------------|----------------------|---|----------------|------------------------------|------------------|-------------------------|---------------|
| Village Square I, II, and III Street Improvements | | ST1508 | | 6/15/2016 10:33 | | Total Add & Subtract Quantity | | | | | |
| Bid Item No. | Bid Item | Unit | Unit Price (\$) | QTY | Contract Amount (\$) | Bid Item No. | Quantity | Current Estimate Amount (\$) | Revised Contract | Revised Contract Amount | |
| 1 | Service Line 3/4 Inch | LF | 25.00 | 1000.00 | 25,000.00 | 1 | -1000 | (25,000.00) | 0.00 | - | |
| 2 | Relocation of Service Line 3/4 Inch | EA | 1,500.00 | 2 | 3,000.00 | 2 | -2 | (3,000.00) | 0.00 | - | |
| 3 | Unclassified Excavation | CY | 15.00 | 1548 | 23,220.00 | 3 | 800.75 | 12,011.25 | 2348.75 | 35,231.25 | |
| 4 | Select Borrow | CY | 50.00 | 45 | 2,250.00 | 4 | -45 | (2,250.00) | 0.00 | - | |
| 5 | Temporary Silt Fence | LF | 3.00 | 200 | 600.00 | 5 | -200 | (600.00) | 0.00 | - | |
| 6 | Temporary Sediment Filter | EA | 150.00 | 15 | 2,250.00 | 6 | -15 | (2,250.00) | 0.00 | - | |
| 7 | Solid Slab Sodding | SY | 4.50 | 709 | 3,190.50 | 7 | 0 | - | 709.00 | 3,190.50 | |
| 8 | Aggregate Base Type "A" | CY | 50.00 | 1950 | 97,500.00 | 8 | 398.75 | 19,937.50 | 2348.75 | 117,437.50 | |
| 9 | Subgrade Method B | SY | 1.00 | 5548 | 5,548.00 | 9 | -5548 | (5,548.00) | 0.00 | - | |
| 10 | Separator Fabric | SY | 1.00 | 9963 | 9,963.00 | 10 | 0 | - | 9963.00 | 9,963.00 | |
| 11 | Tack Coat | GAL | 2.00 | 2127 | 4,254.00 | 11 | 0 | - | 2127.00 | 4,254.00 | |
| 12 | Superpave Type S3 | TON | 70.00 | 2188 | 153,160.00 | 12 | -195.88 | (13,711.60) | 1992.12 | 139,448.40 | |
| 13 | Superpave Type S5 | TON | 80.00 | 1576 | 126,080.00 | 13 | 695.8 | 55,664.00 | 2271.80 | 181,744.00 | |
| 14 | Full Width Cold Pavement | SY | 2.00 | 8301 | 16,602.00 | 14 | 9049.8 | 18,099.60 | 17350.80 | 34,701.60 | |
| 15 | 6-2" Edge Mill Pavement | SY | 2.00 | 1465 | 2,930.00 | 15 | -1465 | (2,930.00) | 0.00 | - | |
| 16 | Curb and Gutter 6" Barrier | LF | 25.00 | 3187 | 79,675.00 | 16 | 508.7 | 12,717.50 | 3695.70 | 92,392.50 | |
| 17 | 4" Concrete Sidewalk | SY | 50.00 | 20 | 1,000.00 | 17 | 22.8 | 1,140.00 | 42.80 | 2,140.00 | |
| 18 | Type "B" Handicap Ramp | EA | 1,000.00 | 2 | 2,000.00 | 18 | 1 | 1,000.00 | 3.00 | 3,000.00 | |
| 19 | Combination "A" & "B" Handicap Ramp | EA | 1,000.00 | 2 | 2,000.00 | 19 | 0 | - | 2.00 | 2,000.00 | |
| 20 | 6" Concrete Driveway (HES) | SY | 55.00 | 311 | 17,105.00 | 20 | 166.17 | 9,139.35 | 477.17 | 26,244.35 | |
| 21 | Removal of Asphalt Pavement | SY | 3.00 | 7388 | 22,164.00 | 21 | 1695.54 | 5,086.62 | 9083.54 | 27,250.62 | |
| 22 | Removal of Curb and Gutter 6" Barrier | SY | 2.00 | 3187 | 6,374.00 | 22 | 508.7 | 1,017.40 | 3695.70 | 7,391.40 | |
| 23 | Removal of Concrete Driveways | SY | 5.00 | 311 | 1,555.00 | 23 | 35.41 | 177.05 | 346.41 | 1,732.05 | |
| 24 | Removal of Concrete Sidewalks and Ramps | SY | 3.00 | 44 | 132.00 | 24 | -1.2 | (3.60) | 42.80 | 128.40 | |
| 25 | Removal of Concrete Hoods Replace with Cast Iron Hoods | EA | 1,500.00 | 6 | 9,000.00 | 25 | -6 | (9,000.00) | 0.00 | - | |
| 26 | Adjust Manhole to Grade | EA | 750.00 | 2 | 1,500.00 | 26 | -2 | (1,500.00) | 0.00 | - | |
| 27 | Adjust Water Valve to Grade | EA | 250.00 | 3 | 750.00 | 27 | 0 | - | 3.00 | 750.00 | |
| 28 | Adjust Water Meter to Grade | EA | 250.00 | 10 | 2,500.00 | 28 | -1 | (250.00) | 9.00 | 2,250.00 | |
| 29 | Remove Speed Humps | EA | 500.00 | 2 | 1,000.00 | 29 | 0 | - | 2.00 | 1,000.00 | |
| 30 | Remove and Reset Mailbox | EA | 150.00 | 30 | 4,500.00 | 30 | 0 | - | 30.00 | 4,500.00 | |
| 31 | Mobilization | LS | 15,000.00 | 1 | 15,000.00 | 31 | 0 | - | 1.00 | 15,000.00 | |
| 32 | Construction Staking Level II | LS | 11,500.00 | 1 | 11,500.00 | 32 | 0 | - | 1.00 | 11,500.00 | |
| 33 | Remove and Reset Signs | EA | 150.00 | 1 | 150.00 | 33 | 0 | - | 1.00 | 150.00 | |
| 34 | Construction Traffic Control | LS | 13,000.00 | 1 | 13,000.00 | 34 | 0 | - | 1.00 | 13,000.00 | |
| 35 | Asphalt Street Patch | SY | 70.00 | 1859 | 130,130.00 | 35 | -1009.5 | (70,663.60) | 849.52 | 59,466.40 | |
| (Minor/Major Change Orders) | | | | | | | | | | | |
| Original Contract Total Amount \$ | | | | | | \$ 796,582.50 | Total Quantity | | \$ 69947.07 | Revised Contract Value | \$ 795,865.97 |
| Contract Total After all Changes | | | | | | \$ 726,635.43 | Changes | | | | |

795,865.97

Periodical Estimate - Unit Price Work

Contractor's Application

| For (Contract): | Village Square I, II, and III Street Improvements | Contract Number: | ST1508 | Application Period: | To | | | | | | |
|---|---|---------------------|-------------------|---------------------|---------------------|-------------------------------|--------------------------------|-------------------------------|-------------------------|-------------|-------------------|
| Contractor: | Pavement Conservation Specialists, Inc. | Application Number: | | Application Date: | | | | | | | |
| Bid Item No. | Item Description | Units | Bid Item Quantity | Unit Price | Bid Item Value (\$) | Quantity Installed Previously | Quantity Installed This Period | Total Earned This Period (\$) | Total Installed to Date | % Installed | Balance to Finish |
| 1 | Service Line 3/4 Inch | LF | 1000 | \$25.00 | \$25,000.00 | | | | | | \$25,000.00 |
| 2 | Relocation of Service Line 3/4 inch | EA | 2 | \$1,500.00 | \$3,000.00 | | | | | | \$3,000.00 |
| 3 | Unclassified Excavation | CY | 1548 | \$15.00 | \$23,220.00 | | 2348.75 | \$35,231.25 | \$35,231.25 | 151.7% | -\$12,011.25 |
| 4 | Select Borrow | CY | 45 | \$50.00 | \$2,250.00 | | | | | | \$2,250.00 |
| 5 | Temporary Silt Fence | LF | 200 | \$3.00 | \$600.00 | | | | | | \$600.00 |
| 6 | Temporary Sediment Filter | EA | 15 | \$150.00 | \$2,250.00 | | | | | | \$2,250.00 |
| 7 | Solid Slab Sodding | SY | 709 | \$4.50 | \$3,190.50 | | 709 | \$3,190.50 | \$3,190.50 | 100.0% | |
| 8 | Aggregate Base Type "A" | CY | 1950 | \$50.00 | \$97,500.00 | | 2348.75 | \$117,437.50 | \$117,437.50 | 120.4% | -\$19,937.50 |
| 9 | Subgrade Method B | SY | 5548 | \$1.00 | \$5,548.00 | | | | | | \$5,548.00 |
| 10 | Separator Fabric | SY | 9963 | \$1.00 | \$9,963.00 | | 9963 | \$9,963.00 | \$9,963.00 | 100.0% | |
| 11 | Tack Coat | GAL | 2127 | \$2.00 | \$4,254.00 | | 2127 | \$4,254.00 | \$4,254.00 | 100.0% | |
| 12 | Superpave Type S3 | TON | 2188 | \$70.00 | \$153,160.00 | | 1992.12 | \$139,448.40 | \$139,448.40 | 91.0% | \$13,711.60 |
| 13 | Superpave Type S5 | TON | 1576 | \$80.00 | \$126,080.00 | | 2271.8 | \$181,744.00 | \$181,744.00 | 144.1% | -\$55,664.00 |
| 14 | Full Width Cold Mill Pavement | SY | 8301 | \$2.00 | \$16,602.00 | | 17350.8 | \$34,701.60 | \$34,701.60 | 209.0% | -\$18,099.60 |
| 15 | 6'-0" Edge Mill Pavement | SY | 1465 | \$2.00 | \$2,930.00 | | | | | | \$2,930.00 |
| 16 | Curb and Gutter 6" Barrier | LF | 3187 | \$25.00 | \$79,675.00 | | 3695.7 | \$92,392.50 | \$92,392.50 | 116.0% | -\$12,717.50 |
| 17 | 4" Concrete Sidewalk | SY | 20 | \$50.00 | \$1,000.00 | | 42.8 | \$2,140.00 | \$2,140.00 | 214.0% | -\$1,140.00 |
| 18 | Type "B" Handicap Ramp | EA | 2 | \$1,000.00 | \$2,000.00 | | 3 | \$3,000.00 | \$3,000.00 | 150.0% | -\$1,000.00 |
| 19 | Combination "A" & "B" Handicap Ramp | EA | 2 | \$1,000.00 | \$2,000.00 | | 2 | \$2,000.00 | \$2,000.00 | 100.0% | |
| 20 | 6' Concrete Driveway (HES) | SY | 311 | \$55.00 | \$17,105.00 | | 477.17 | \$26,244.35 | \$26,244.35 | 153.4% | -\$9,139.35 |
| 21 | Removal of Asphalt Pavement | SY | 7388 | \$3.00 | \$22,164.00 | | 9083.54 | \$27,250.62 | \$27,250.62 | 122.9% | -\$5,086.62 |
| 22 | Removal of Curb and Gutter 6" Barrier | SY | 3187 | \$2.00 | \$6,374.00 | | 3695.7 | \$7,391.40 | \$7,391.40 | 116.0% | -\$1,017.40 |
| 23 | Removal of Concrete Driveways | SY | 311 | \$3.00 | \$1,555.00 | | 346.41 | \$1,732.05 | \$1,732.05 | 111.4% | -\$177.05 |
| 24 | Removal of Concrete Sidewalk and Ramps | SY | 44 | \$3.00 | \$132.00 | | 42.8 | \$128.40 | \$128.40 | 97.3% | \$3.60 |
| 25 | Removal of Concrete Hoods Replace with Cast Iron Hood | EA | 6 | \$1,500.00 | \$9,000.00 | | | | | | \$9,000.00 |
| 26 | Adjust Manhole to Grade | EA | 2 | \$750.00 | \$1,500.00 | | | | | | \$1,500.00 |
| 27 | Adjust Water Valve to Grade | EA | 3 | \$250.00 | \$750.00 | | | | | | \$750.00 |
| 28 | Adjust Water Meter to Grade | EA | 10 | \$250.00 | \$2,500.00 | | | | | | \$2,500.00 |
| 29 | Remove Speed Humps | EA | 2 | \$500.00 | \$1,000.00 | | | | | | \$1,000.00 |
| 30 | Remove and Reset Mailbox | EA | 30 | \$150.00 | \$4,500.00 | | | | | | \$4,500.00 |
| 31 | Mobilization | LS | 1 | \$15,000.00 | \$15,000.00 | | | | | | \$15,000.00 |
| 32 | Construction Staking Level II | LS | 1 | \$11,500.00 | \$11,500.00 | | | | | | \$11,500.00 |
| 33 | Remove and Reset Signs | EA | 1 | \$150.00 | \$150.00 | | | | | | \$150.00 |
| 34 | Construction Traffic Control | LS | 1 | \$13,000.00 | \$13,000.00 | | | | | | \$13,000.00 |
| 35 | Asphalt Patch | SY | 1859 | \$70.00 | \$130,130.00 | | 849.52 | \$59,466.40 | \$59,466.40 | 45.7% | \$70,663.60 |
| Change Orders | | | | | | | | | | | |
| Total Stored Materials Remaining | | | | | | | | | | | |
| | | | Totals | \$796,582.50 | \$795,865.97 | \$795,865.97 | 99.9% | \$136,706.80 | | | |

| | | | |
|-------------------|--|------------------|----------------|
| Project Name: | <u>Village Square I, II, and III Street Improvements</u> | Project Number: | <u>ST1508</u> |
| Project Location: | <u>Village Square Subdivision, 91st & Elm</u> | Contract Number: | <u>ST 1508</u> |
| Prime Contractor: | <u>Pavement Conservation Specialists</u> | Date: | <u>6-7-16</u> |

Certificate of Substantial Completion

Date of Substantial Competition: 5-31-16

Complete Project Partial Project

Areas Accepted: _____

- This date is before or on the specified substantial completion date – there are no substantial completion date liquidated damages
- This date is _____ days after the specified / modified substantial completion date – Contractor is subject to _____ (number of days) x \$ _____ per /day = \$ _____ for assessment of substantial completion date liquidated damages.

The work to which this Certificate applies has been inspected by authorized representatives of the City of Broken Arrow, Contractor, and Engineer, and has been found to be substantially complete. The Date of Substantial Completion of the project or portion thereof designated above is hereby declared and is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

A definitive list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all work in accordance with the Contract Documents.

The contractor shall complete or correct the work on the punch list appended hereto in 15 calendar days.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, utilities, insurance and warranties shall be as provided in the Contract Documents except as amended as follows:

Amended Not Amended

Amended Responsibilities: _____

Construction Administrator Recommendation

Name Joseph Vardasca
Signature Joseph Vardasca Date 6-7-16

Contractor Concurrence

Name Renny Skores
Signature Renny Skores Date 6-7-16

A/E Recommendation

Name _____
Signature _____ Date _____

Construction Manager Approval

Name Timothy Robins, PE
Signature [Signature] Date 6/7/16



January 11, 2016

Kenny Shores
Pavement Conservation Specialists, Inc.
2626 W. Skelly Dr.
Tulsa, OK 74107

RE: LETTER #01, CONTRACT # ST1508
CONTRACT NAME: VILLAGE SQUARE I, II, AND III STREET IMPROVEMENTS
SUBJECT: NOTICE TO PROCEED, PAY ESTIMATE PROCEDURES AND SUBMITTALS

Mr. Shores:

The following information is provided for your files.

- a. **Notice to Proceed:** This is your official notice to proceed with the Contract # ST1508. The start date of this contract is January 11, 2016 with a completion date of May 10, 2016.
- b. **Contract Administration:** The City of Broken Arrow personnel responsible for administration of this contract:
Timothy Robins, Construction Division Manager
Joe Vardasco, Contract Administrator
- c. **Progress Payments:** The City of Broken Arrow will honor two progress payment requests per month. All requests for progress payments must be received by the Contract Administrator two weeks prior to the City Council Meeting. Regularly scheduled Council Meetings are attached to this letter. The next scheduled Council meeting is February 2, 2016. Please note that the meetings 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.

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

Respectfully,
City of Broken Arrow


T.S.R. HENDRIX
Timothy S. Robins, P.E.
Construction Manager

cc: Joe Vardasco, Contract Administrator

TSR/sjb