



MEETING NOTICE

Notice is hereby given that the following meeting of the Board of Trustees of the Greater Cleveland Regional Transit Authority will take place on **Tuesday, September 12, 2023** in the Board Room of the Authority, 1240 West Sixth Street, Cleveland, OH 44113 for consideration of the listed items and such other items that may properly come before the Board and be acted upon. This meeting will be live streamed on RTA's Board Page www.RideRTA.com/board via the meeting date for staff and members of the public. Members of the public may attend in person.

Based on Centers for Disease Control ("CDC") guidance to avoid crowded places where you cannot stay six feet away from others and Ohio Department of Public Health advice regarding congregating and social distancing, as well as RTA's interest in protecting community and employee health and safety, RTA Board Room and Meeting Room 1 capacity is limited to thirty-six (36) people to allow for social distancing. To accommodate members of the public, RTA will limit the number of staff permitted in the Board Room. All persons entering RTA's Main Office Building ("MOB") at 1240 West 6th Street are required to maintain a distance of six feet or more from other individuals who are not members of their family or household.

As a result of a federal court order on April 18, 2022, the CDC's January 29, 2021 order requiring masks on public transportation conveyances and at transportation hubs is no longer in effect. The CDC continues to recommend that people wear masks in indoor public transportation settings at this time. As a result, GCRTA recommends, but will not require, that members of the public wear a mask/face covering.

The meeting package will be posted on RTA's website at (www.riderta.com/board), on RTA's Facebook page, and RTA's Twitter page.

9:00 A.M.

Organizational, Services & Performance Monitoring Committee

- Negotiated Procurement – a presentation of a recurring sole source negotiated procurement for annual track geometry testing services for a period of five years.

Committee of The Whole

- Code Book Updates
 - A request to remove Chapter 462 Private Sector Participation
 - A request to remove Section 648.07 Safety Policy, Amend Personnel Policy 600.07 Safety Policy and amend Chapter 1098 Commitment on Environmental Policy
- Change Order Authority - a presentation to discuss an increase to GCRTA Board Policy 410.01 (8): Delegation of Authority in support of the Railcar Replacement Program contract.
- Executive Session Requested – to consider the appointment of a public official.


India L. Birdsong Terry
General Manager, Chief Executive Officer

IBT:tab
Attachment

Scan this QR code to access the meeting
schedule, live streams and meeting materials.



AGENDA

RTA ORGANIZATIONAL, SERVICES & PERFORMANCE MONITORING COMMITTEE

Tuesday, September 12, 2023

Committee Members: Mayor Anthony D. Biasiotta, Chair
Ms. Karen Gabriel Moss, Vice Chair
Mr. Jeffrey W. Sleasman
Mayor David E. Weiss
Ms. Lauren R. Welch

- I. Roll Call
- II. Negotiated Procurement – a presentation of a recurring sole source negotiated procurement for annual track geometry testing services for a period of five years.


Presenter(s):

- Aaron Hale, Supervisor, Track & Structures
- Shawn Becker, Program Contract Manager

- III. Adjourn



To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

From: India L. Birdsong Terry
General Manager, Chief Executive Officer 

Date: September 7, 2023

Subject: Summary of Award – Track Geometry Testing

This procurement is for the renewal of a recurring negotiated sole source contract for a vendor to provide track geometry testing on approximately sixty miles of track along the Authority's right of way for a period of five years.

At the September 12, 2023, Organizational, Services & Performance Monitoring Committee meeting, we will make a presentation of the procurement process and staff recommendation for contract award. Attached is the summary for this contract award. We will be requesting that the Organizational, Services & Performance Monitoring Committee recommend the award of this contract at the September 26, 2023 meeting of the Board of Trustees.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

IBT/MD
Attachment

SUMMARY OF PROPOSED AWARD

Track Geometry Testing

PROJECT OVERVIEW:

The Greater Cleveland Regional Transit Authority has an ongoing annual need to perform track geometry testing on its approximate sixty miles of track. This testing has been performed since 2007. The testing service is utilized to identify deviations from specified track measurements and is a vital tool for performing preventative maintenance to prevent accidents and delays. The testing provides reports with data that directly support the Authority's track maintenance efforts.

The testing consists of an automated vehicle-based inspection which includes track gauge, alignment, profile, cross-level and curvature, among other measurements. The service is provided annually, with the contract term of five years.

PROCUREMENT OVERVIEW:

After previous solicitation efforts, Holland L.P. is the only known supplier that can provide the required track geometry testing with a loaded gauge measurement applied at 3,000 lbs. vertical load per rail and 3,000 lbs. lateral between rails. Testing at these applied loads is critical to simulating the effect revenue trains have on the track while operating, and this metric is pivotal to ensuring the safety of our service. Due to these reasons, this project is deemed a sole source procurement and is exempt from competitive bidding as authorized under Section 306.43(H)(2) of the Ohio Revised Code.

The Procurement Department requested a proposal from Holland L.P. on August 21, 2023. A proposal was received from Holland L.P. on August 24, 2023. The proposal was reviewed by representatives from Power & Way and Procurement Departments, and is deemed to be advantageous, fair and reasonable to the Authority.

RECOMMENDATION

Holland L.P., with an office at 1000 Holland Drive, Crete, Illinois 60417, specializes in providing expertise in the areas of manufacturing & engineering services for the railroad industry.

The strengths of Holland L.P. include:

- Over 900 employees operating across 36 countries
- Over 25 years of geometry testing expertise
- Leader in progressive & comprehensive rail solutions for over 85 years
- Premier provider of track geometry measurement & track maintenance in North America
- Measure according to FRA 49 CFR 213 Track Safety Standards
- Custom track geometry channels and defect configurations
- Extensive experience serving Class 1, Short Line and Transit rail systems
- Technical services team with 24-hour support

CLIENT BASE

Holland L.P. has also worked with BNSF, Brightline, Canadian National Railroad, Chicago Transit Authority, Conrail, SEPTA and Watco Companies, among many others.

A resolution will request authorization to issue a contract to Holland L.P. to provide Track Geometry Testing services for a five-year period in an amount not to exceed \$420,500.00. This negotiated total is approximately 4.5% below the independent cost estimate of \$440,713.00.

AGENDA

RTA COMMITTEE OF THE WHOLE BOARD

Tuesday, September 12, 2023

Committee Members: President Charles P. Lucas, Chair
Ms. Karen Gabriel Moss, Vice Chair
Mayor Anthony D. Biasiotta
Mr. Terence P. Joyce
Mayor Paul A. Koomar
Ms. Calley Mersmann
Mr. Jeffrey W. Sleasman
Mayor David E. Weiss
Ms. Lauren R. Welch

I. Roll Call

II. Code Book Updates

- A request to remove Chapter 462 Private Sector Participation
- A request to remove Section 648.07 Safety Policy, Amend Personnel Policy 600.07 Safety Policy and amend Chapter 1098 Commitment on Environmental Policy

Presenter:

- Dawn Tarka, Associate Counsel

III. Change Order Authority - a presentation to discuss an increase to GCRTA Board Policy 410.01 (8): Delegation of Authority in support of the Railcar Replacement Program contract.

Presenter(s):

- Floun'say R. Caver, Chief Operating Officer, Operations Division
- Michael J. Schipper, Deputy General Manager, Engineering & Project Management
- Rajan D. Gautam, Deputy General Manager, Finance and Secretary-Treasurer
- Anthony Garofoli, Executive Director, Internal Audit
- Melinda Dangelo, Director, Procurement

IV. Executive Session Requested – to consider the appointment of a public official.

V. Adjourn



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

From: India L. Birdsong Terry
General Manager, Chief Executive Officer

Date: September 7, 2023

Subject: Code Book Update

A handwritten signature in blue ink, appearing to read 'IBT', enclosed in a blue oval.

At the September 12, 2023 Committee of the Whole meeting, staff will present proposed revisions to the Authority's Codified Rules and Regulations and Personnel Policies.

The proposed revisions to the policies include:

1. Remove Chapter 462 Private Sector Participation
2. Remove Section 648.07 Safety Policy
3. Amend Personnel Policy 600.07 Safety Policy
4. Amend Chapter 1098 Commitment on Environmental Policy

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

Attachments: A. Redline of Chapter 462 Private Sector Participation
B. Redline of Section 648.07 Safety Policy
C. Redline of Personnel Policy 600.07 Safety Policy
D. Redline of Chapter 1098 Commitment on Environmental Policy

IBT/dmt

Committee Memo Attachment A

~~CHAPTER 462~~

~~Policy for Private Sector Participation in
Provision of Transportation Services~~

~~462.01 Private sector participation.~~

~~CROSS REFERENCES~~

~~Private sector participation see 49 USC 5315~~

~~Contracts and procurement see FIN. Ch. 410~~

~~Procurement Policy see Resolution 2008-141~~

~~**462.01 PRIVATE SECTOR PARTICIPATION.**~~

~~The CEO, General Manager/Secretary Treasurer is authorized to coordinate and contract with the private sector to provide public transportation services. This authority is subject to the spending limitations set forth in Chapter 410. (Res. 2016-88. Passed 9-27-16.)~~

Committee Memo Attachment B

~~648.07 SAFETY POLICY.~~

~~(a) The Greater Cleveland Regional Transit Authority (GCRTA) was organized with the mission to provide safe, secure, reliable and effective transportation services to all users. Safety is a primary concern that affects all levels of GCRTA activities including operations, maintenance, planning, design, construction, procurement, testing and training for all modes of transportation. Therefore, all GCRTA personnel are charged with the responsibility of promoting the safety and security of passengers, employees, and the general public who come in contact with GCRTA transportation systems.~~

~~(b) All employees and contractors of the GCRTA are expected to conduct their duties in a safe manner, aimed at preventing or minimizing injuries and property damage, throughout GCRTA's operations. The safety and security of our customers and our employees are GCRTA's greatest responsibility.~~

~~(c) Each employee must operate safely, use equipment, tools and materials properly and be totally familiar with work rules and procedures for his/her areas of responsibility. Each employee shall take active part in the identification and reporting of hazards. Supervisors shall actively participate in the assessment and resolution of hazards and shall fully cooperate with the Safety Staff to eliminate or control hazards in all areas of GCRTA transportation systems.~~

~~(d) GCRTA Management will provide leadership in promoting safety throughout the organization. The CEO/General Manager and the executive staff will be continually and directly involved in formulating, reviewing and revising the Safety Policy and safety goals and objectives. GCRTA Management will provide the authority, support and resources to establish and maintain high safety standards in operations, maintenance and training throughout the GCRTA.~~

~~(e) GCRTA Management will commemorate an employee's or a district's commitment and achievements in safety at GCRTA by providing recognition programs.~~

~~(f) Every GCRTA employee and contractor shall comply with the provisions of the System Safety Program Plan and shall fully cooperate with the Safety Office staff in achieving GCRTA's safety goals and objectives.~~

~~(g) For more information, refer to RTA Safety Rules.~~
(Res. 2001-119. Passed 8-21-01; Res. 2013-95. Passed 9-17-13.)

600.07 SAFETY MANAGEMENT POLICY STATEMENT

The Greater Cleveland Regional Transit Authority (GCRTA) was organized ~~with the mission~~ to provide safe, ~~secure,~~ reliable, clean and effective-courteous public transportation services to all users. Safety is a primary concern that affects all levels of GCRTA activities including: ~~operations,~~ ~~maintenance,~~ ~~planning,~~ ~~design,~~ ~~construction,~~ ~~procurement,~~ ~~testing,~~ and training for all modes of transportation. Therefore, all GCRTA personnel are charged with the responsibility of promoting the safety and security of passengers, employees, and the general public who come in contact with GCRTA transportation systems.

The safety and security of our customers and our employees are GCRTA's greatest responsibility. In addition, All-all employees and contractors of the GCRTA are expected to conduct their duties in a safe manner, ~~aimed at that will~~ preventing or minimizing collisions, reduce injuries, and avoid property damage, ~~throughout GCRTA's operations. The safety and security of our customers and our employees are GCRTA's greatest responsibility.~~

Each employee must operate safely, ~~by use using~~ equipment, tools and materials properly, and be ~~totally~~ familiar with work rules and procedures for ~~his/her~~ their areas of responsibility. Each employee shall take an active part role in the identification and reporting of hazards. Supervisors shall actively participate in the assessment and resolution of hazards and shall fully cooperate with ~~the~~ Safety Staff-staff to eliminate or control hazards in all areas of GCRTA transportation systems.

GCRTA Management will provide leadership in promoting safety throughout the organization. The ~~CEO/~~General Manager, Chief Executive Officer and the executive staff will be continually and directly involved in formulating, reviewing and revising the Safety Policy and safety goals and objectives. GCRTA ~~Management-management~~ will provide the authority, support and resources ~~– financial and material –~~ to establish and maintain high safety standards in operations, maintenance, and training throughout the GCRTA.

Safety is promoted through adherence to our Safety Management System (SMS) with its pillars of Safety Management Policy, Safety Risk Management, Safety Assurance, and Safety Promotion. Management across the organization is expected to adhere to the GCRTA SMS Framework and understand the pillars of our SMS, which is appropriately scaled to the size, scope, and complexity of the GCRTA. Executive Management is committed to ensuring staff obtains the needed training to enforce our SMS.

~~GCRTA Management will commemorate an employee's, or a district's, commitment and achievements in Safety at GCRTA by providing recognition programs.~~

Every GCRTA employee and contractor shall comply with the provisions of the System Agency Safety Program Plan and shall fully cooperate with ~~the~~ Safety office staff in achieving GCRTA's safety goals and objectives.

The Greater Cleveland Regional Transit Authority is committed to:

- Instilling a just Safety Culture that fosters safe practices, encourages effective employee safety reporting and communication, and values the SMS as equally as other organizational management systems.
- Supporting the SMS with the appropriate financial resources.
- Establishing safety as the primary responsibility of all employees.
- Holding departments/districts responsible for their safety performance.

Committee Memo Attachment C

- Establishing a culture whereby management leads by example.
- Engaging in emerging risk/hazard identification and analysis in order to eliminate or mitigate risks.
- Ensuring no action will be taken against any employee who discloses a safety concern according to the GCRTA Non-Punitive Hazard Reporting Policy and ensuring open, honest communication will be a result of any concern brought forth.
- Complying with federal, state, and GCRTA safety-related requirements, rules, and standards.
- Ensuring all departmental staffs are provided with appropriate safety-related information and training, are competent in Safety Management matters, and are allocated only tasks commensurate with their skills.
- Measuring safety performance against SMART goals.
- Continuously improving the safety performance through data analysis, informed decision making, and appropriate resource allocation.
- Ensuring external systems and services supporting GCRTA meet GCRTA safety standards.

Committee Memo Attachment D

CHAPTER 1098
Commitment on Environmental Policy

1098.01 Policy statement.

1098.02 Application of Policy.

1098.01 POLICY STATEMENT.

~~(a) — In support of the Greater Cleveland Regional Transit Authority's ("GCRTA") Mission, Vision and Values, the following environmental policy statement and commitments were developed to evolve best practices that serve GCRTA's value and vision to be a champion of sustainable transportation through environmental and sustainability management.~~

~~(b) GCRTA is committed to protecting the environment as it provides public transit services to northeast-Northeast Ohio. We will~~The Authority utilizes sound business practices that measure and improve our environmental and sustainability performance through a formal Environmental and Sustainability Management System ("ESMS"). ~~The ESMS will be integrated throughout the Authority to create a healthier and more livable environment for the staff, customers and community we serve. GCRTA will~~and makes the following environmental commitments:

- ~~(a) Communicate and advance the use of environmental practices and strategic frameworks throughout GCRTA.~~
- ~~(b) Comply with all applicable local, state, federal, and other environmental laws, regulations, standards and monitoring requirements.~~
- ~~(c) Incorporating environmental responsibility into business operations by planning for environmental protection, reviewing and developing policies, providing resources, setting targets, and reviewing and auditing performance.~~
- ~~(d) Prevention of pollution and conservation of resources, by reducing energy and water consumption, increasing reuse and recycling, and procuring sustainable products and technologies.~~
- ~~(e) Establish an ESMS that will be documented, implemented, and maintained.~~
- ~~(f) Commit to continual improvement by reviewing and enhancing GCRTA's ESMS program and environmental performance at appropriate intervals to meet objectives and support on going performance excellence strategies.~~
- ~~(g) Engage and empower the workforce and community through effectively communicating GCRTA's Environmental Policy Statement and Commitments.~~

(Res. 2013-108. Passed 10-22-13; Res. 2014-110. Passed 10-21-14; Res. 2017-101. Passed 11-21-17; Res. 2019-123. Passed 12-17-19. Res. 2923-XXX. Passed XX-XX-23.)

1098.02 APPLICATION OF POLICY.

This policy applies to all employees, departments and functions throughout the Authority. Full participation by all staff is required in order to meet the commitments set forth in this policy. This policy will be communicated to all persons, including contractors and vendors, working for or on behalf of GCRTA.


(Res. 2013-108. Passed 10-22-13; Res. 2014-110. Passed 10-21-14; Res. 2017-101. Passed 11-21-17.)



Greater Cleveland
Regional Transit Authority

Interoffice Memo

To: Rev. Charles P. Lucas, President
and Members, Board of Trustees

From: India L. Birdsong Terry
General Manager, Chief Executive Officer 

Date: September 7, 2023

Subject: Change Order Authority – Railcar Replacement Program

At the August 15, 2023 Audit Committee meeting, the need to increase the change order authority on Contract No. 2021-125 with Siemens Mobility, Inc. for the Rail Car Replacement Program was discussed. The Committee recommended that the information be presented to the Committee of the Whole at the next regularly scheduled Committee meeting.

At the September 12, 2023, Committee of the Whole meeting, we will make an additional presentation of the change order process and staff recommendation for an increase in change order authority under this specific contract. Several documents to support this request, and emphasize the management controls that will be in place, are attached as information. We will be requesting that the Committee of the Whole recommend this request be moved for approval to the September 26, 2023 meeting of the Board of Trustees.

Please call me if you have any questions or require additional information prior to Tuesday's meeting.

IBT/MD
Attachment

Procurement Department. Technical questions such as those relating to "approved equals," will be directed by the Procurement Department to the relevant GCRTA departments for evaluation.

7A-3 Vendor Access to Operating Facilities/On Site Solicitation

With only a few exceptions, vendors are not allowed in the work area of any GCRTA facility. This includes vendors who are already supplying materials or services to the GCRTA as well as those who are seeking initial orders.

Except for vendors who have a contractual responsibility to monitor their services one should not volunteer any information to a vendor concerning his product, services, the product of a competitor, or the workings of GCRTA. With the following exceptions, all vendors should be referred to the Procurement Department, except for those who are allowed on the property that have a contractual responsibility to monitor their services or stocking levels at each facility such as first aid vendor, etc.

7B Consultant Conflicts

A consultant who develops the scope of work may not propose on that particular procurement.


8 Delegations of Authority

Policy: The Board hereby delegates to the General Manager of the Authority the following responsibilities:

- Authorize purchases, sales, dispositions, and other procurement actions which, by federal or state requirements, do not require formal solicitation or approval by the Board;
- Approve all funding encumbrances and authorizations to proceed with solicitation for acquisitions and dispositions of goods, equipment, and services for or by the Authority;
- Upon authorization by the Board, execute contracts exceeding \$100,000.00 in value;
- Terminate any contract if deemed to be in the best interest of the Authority;
- Approve change orders on contracts not exceeding \$100,000.00, in a net amount that does not cause the total amount of any such contract to exceed \$100,000.00, and approve change orders on other contracts in a net amount not to exceed the following limits: \$100,000.00 for contracts up to \$1,000,000.00; the lesser of 10% or \$250,000.00 for contracts between \$1,000,000.00 and \$5,000,000.00; and \$500,000.00 for contracts over \$5,000,000.00. The Board may, by resolution, vary these limits for particular contracts or projects; and
- Re-delegate any of the powers granted herein, provided, however, that the General Manager shall retain responsibility for all actions taken as a result of re-delegation of authority hereunder.





To: Deputy General Managers, Department Heads & Project Managers
From: Melinda J. Dangelo, Director of Procurement 
Date: March 20, 2023
Subject: Change Order Process

Please be advised, effective January 1, 2023, the Change Order Process for Fleet and Service Team administered contracts has been modified to align it with the Construction Team process, as detailed in section 12 of the GCRTA Procurement Policies and Procedures Manual. This alignment will result in a more consistent and transparent process for all procurements across the Authority. This Change Order Process is also included in the Project Management Training Program.

The Procurement Policies and Procedures Manual will be updated in the near future to reflect this alignment, however, all change orders moving forward will follow what was previously referred to as the Construction Team's change order process, including all required actions and documentation. This process is outlined in the attached "Exhibit A: Contract Change Order Flowchart". Per section 12D of the current GCRTA Procurement Policies and Procedures Manual, the responsibility, actions and documentation required to formalize a change order or contract modification are listed below:

- **Documentation prepared by the Project Manager:**
 - Fully approved purchase requisition(s), if proposed change increases contract value.
 - Completed Potential Change Order (PCO) form, including reason for potential change and scope of work. PCO may be initiated by GCRTA or Contractor.
 - Independent Cost Estimate (ICE).
 - Negotiation memorandum (once completed).
 - General Manager's Letter authorizing contract modification.

- **Actions performed by the Contract Administrator:**
 - Review PCO, obtain required approvals and issue PCO to contractor requesting a detailed cost proposal to complete the proposed work.
 - Prepare for negotiation with the Project Manager by preparing a preliminary cost/price analysis and review of scope of work.
 - Negotiate the change with the Contractor, with assistance from the Project Manager.
 - Complete the cost/price analysis.
 - For Change Orders greater than +/- \$50,000.00 submit required documentation to the Change Order Committee for review and recommendation. Your CA can provide further guidance on that established process, when necessary.



Greater Cleveland
Regional Transit Authority

Interoffice Memo

- After receipt of the General Manager's Letter from the Project Manager obtain authorization from General Manager.
- Route Change Order for signatures and issue the final change order document.
- Update Purchase Order, as required.
- Place aforementioned documents in the procurement file.

Templates and examples for each document in the process are located on the Intranet under the following path: Training > Project Management > Project Scope & Project Charter > Contract Change Orders & Cardinal Changes. A copy of the Procurement Policies and Procedures Manual can be found on the intranet under the following path: Documents > Policies > Procurement.

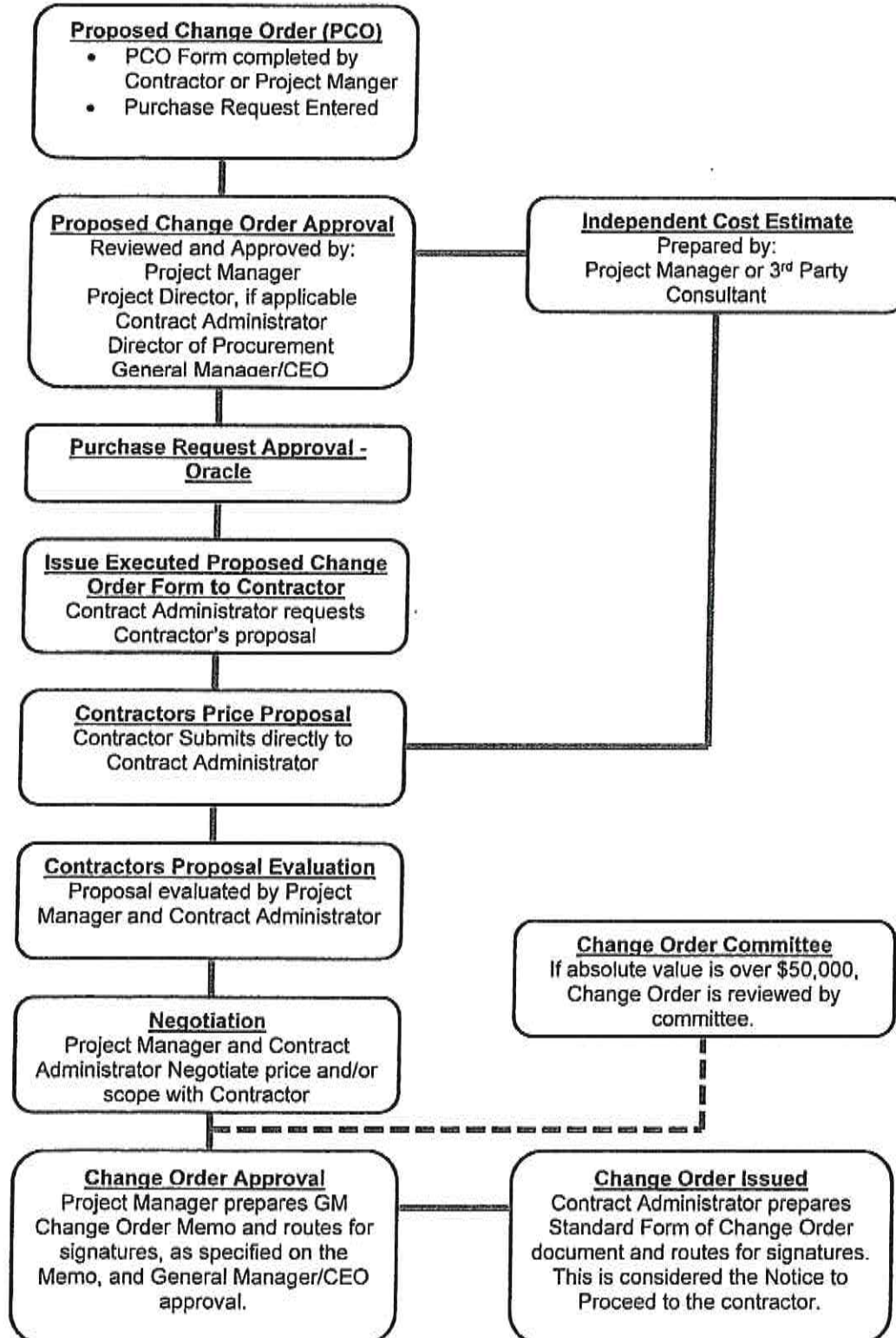
Thank you, in advance, for your cooperation and support as we navigate through this process improvement. Please contact your Contract Administrator should you have any questions on the required actions or documents to initiate and execute the change order process.

Attachment
MJD:SB



EXHIBIT A

CHANGE ORDER FLOW CHART



CONTRACT FILE CONTENT INDEX (FOR CHANGE ORDERS ONLY)

INSTRUCTIONS: Applicable items to be filled in chronological order in designated tabs. Documents/papers maintained in the file will be numbered and filed consecutively in each tab with the highest number on top. When an item is not applicable, it will be designated with "NA" in the Tab Column.

Tab No.	Document(s)	Audit
1.	Change Request/Scope	
2.	Justification/Technical Evaluation	
3.	Cost Estimate	
4.	Purchase Request	
5.	DBE Goal	
6.	Request for Proposal	
7.	Contractor Proposal	
8.	Technical Review/Schedule Impact Analysis	
9.	Cost/Price Analysis	
10.	Negotiation Memorandum	
11.	Correspondence	
12.	Board/General Manager Approval	
13.	Change Order	
14.	Revised Purchase Order	
15.	Updated Change Order Log	

File No:	<i>Contract Administrator:</i>	<i>Description:</i>	<i>Contact/User Department:</i>

Project Title
Contract Number
PCO No. XX

CHANGE ORDER COMMITTEE
RECOMMENDATION REQUESTED BY
"AS SOON AS POSSIBLE" – "URGENT"

INDEX

Change Order File:

Summary

1. Change/Request/Scope
2. Justification
3. Cost Estimate
4. Purchase Request
5. DBE Goal
6. Contractor's Cost Proposal
7. Schedule Impact
8. Negotiation Memorandum
9. Cost Analysis
10. Updated Change Order Log
11. Correspondence (N/A)
12. Board or General Manager Approval (Not Yet Appropriate)
13. Change Order Documentation (Not Yet Appropriate)
14. Revised Purchase Order (Not Yet Appropriate)

Project Title
Contract Number

SUMMARY

Pertinent Contract Facts:

Start Date:

Contract Duration: XX Calendar Days

Time Extension:

Scheduled Final Completion:

Type of Contract: Firm Fixed Price

Original Contract Price: \$X,XXX,XXX

Value of previous Change Orders issued: \$XX,XXX

Current Contract Price: \$X,XXX,XXX

DBE Commitment:

PCO No. X – PCO Title

Enter a brief description of PCO here.

The Independent Cost Estimate was prepared by XXX. The independent estimate of \$XX,XXX is representative of the cost of performing the work as per the PCO.

The contract's DBE goal is XX%. There will not be additional DBE participation for this change.

The Change Order Committee is requested to review this package for PCO No. X and recommend that the scope of work is necessary. The issuance of a change order (fully compliant with Procurement policies and federal regulations) is in the best interest of the Authority.

CHANGE ORDER LOG
CONTRACT NO. 20XX-XXX
PROJECT TITLE

Contract #20XX-XXX

Contractor: Insert vendor name

Original Contract Amount \$X,XXX,XXX Total G.M. C.O. Authority Remaining \$ XXX,XXX

Total Change Order Amount To Date \$ 0.00

<i>ITEM NO.</i>	<i>NOTE No.</i>	<i>APPROVAL DATE</i>	<i>CHANGE ORDER AMOUNT</i>	<i>APPROVAL AUTHORITY</i>	<i>NEW CONTRACT AMOUNT</i>
1			\$X	GM or BOT	\$XXX,XXX

NOTES/CHANGE ORDER DESCRIPTION:

No. 1 -