



Bloomington/Monroe County Metropolitan Planning Organization

CHANGE ORDER POLICY FOR LPA PROJECTS RECEIVING FEDERAL AID

The following procedures will be followed by the Bloomington/Monroe County Metropolitan Planning Organization (MPO) and the Local Public Agencies (LPAs) when a Change Order is needed for a local project within the Urbanized Area which requires additional federal aid:

- The MPO will not program 5% of federal aid allocated to it in the form of Surface Transportation (STP) or Minimum Guarantee (MG) funds thus establishing a Transportation Improvement Program (TIP) Change Order Reserve (Reserve). The Reserve shall be used to assist LPAs if cost overruns occur in a given fiscal year. Reserve funds will be allocated to eligible LPA projects on a first come, first served basis.
- A Change Order is required when additional federal aid above the amount identified in the project contract between Indiana Department of Transportation (INDOT) and the LPA is needed. In such instances, the LPA shall contact the MPO Director or his/her designee to determine if federal funds are available in the TIP.
 - When additional federal funds within the project's programmed amount are needed:
 - The LPA is authorized to proceed with a change order before seeking approval from the MPO Director or his/her designee if all of the following conditions are met:
 - the cost of the change order does not exceed 10% of the total project cost as identified in the project contract with INDOT;
 - the nature of the change order is time sensitive, and
 - the total project cost inclusive of the change order does not exceed the amount programmed for the project in the TIP. The LPA will still be required to furnish all appropriate documentation to the MPO Director or his/her designee at a later date as described below.
 - The LPA must provide a completed and signed copy of the Change Order Request Form to the MPO Director or his/her designee; AND
 - The MPO Director or his/her designee will process and administratively approve the Change Order Request Form and return it to the LPA within one (1) business day upon receipt of the required information; AND
 - The LPA will forward the signed Change Order Request Form to the appropriate INDOT officials.
 - When additional federal funds in excess of the project's programmed amount are needed and there are sufficient funds in the Reserve:
 - The LPA must provide a completed and signed copy of the Change Order Request Form to the MPO Director or his/her designee; AND
 - The MPO Director or his/her designee will process and administratively approve the Change Order Request Form and return it to the LPA within three (3) businesses days upon receipt of the required information; AND
 - The LPA will forward the signed Change Order Request Form to the appropriate INDOT officials.



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- When additional federal funds in excess of the programmed amount are needed and there are insufficient funds in the Reserve:
 - The LPA must provide a completed and signed copy of the Change Order Request Form to the MPO Director or his/her designee; AND
 - The LPA must indicate the source of additional federal aid:
 - If the LPA decides to proportionally decrease federal funding from one of its own projects in the same fiscal year, then the MPO Director or his/her designee will process and administratively approve the Change Order Request Form and return it to the LPA within three (3) business days upon receipt of the required information; OR
 - If the LPA decides to proportionally decrease federal funding from a different LPA's project in the same fiscal year, then the MPO Director or his/her designee will initiate a TIP amendment to be adopted by the Policy Committee. The MPO Director or his/her designee will determine if special voting procedures need to be employed as provided in the MPO Operational Bylaws. Upon adoption of the amendment by the Policy Committee, the MPO Director or his/her designee will approve the Change Order Request Form and return it to the LPA within three (3) business days; AND
 - The LPA will forward the signed Change Order Request Form to the appropriate INDOT officials.
- If this Change Order Policy is not followed, the local government requesting federal aid funds will be required to use 100% local funds for the change order.
- It is the responsibility of the LPA to secure local matching funds from the appropriate local governing body as necessitated by federal funding parameters.
- It is the responsibility of the MPO Director or his/her designee to maintain proper documentation for any change orders that affect both federal and local funding identified in the TIP. The MPO Director or his/her designee will also provide updates at Policy Committee meetings when the amount of funding in the Reserve changes.

ADOPTION RESOLUTION FY 2008-01

RESOLUTION ADOPTING A CHANGE ORDER POLICY FOR THE BLOOMINGTON/MONROE COUNTY METROPOLITAN PLANNING ORGANIZATION, as presented to the Policy Committee and the Technical Advisory Committee of the Bloomington/Monroe County Metropolitan Planning Organization (MPO) on September 7, 2007.

WHEREAS, the Bloomington/Monroe County Metropolitan Planning Organization (MPO) is the organization designated by the Governor of Indiana as the Metropolitan Planning Organization responsible for carrying out, with the State of Indiana, the provisions of 23 U.S.C. 134, and capable of meeting the requirements thereof for the Bloomington, Indiana urbanized area; and

WHEREAS, Local Planning Agency (LPA) projects may encounter unforeseen changes in cost which may necessitate a change order to the project contract with the Indiana Department of Transportation (INDOT); and


WHEREAS, the MPO currently has no procedure in place to track or fund change orders which require additional federal funds; and

WHEREAS, MPO staff has developed a Change Order Policy in cooperation with the local jurisdictions, the Citizens Advisory Committee, and the Technical Advisory Committee.

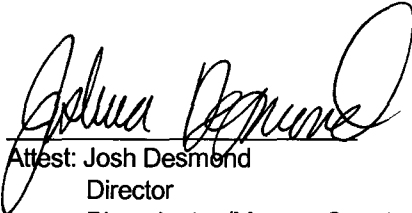
NOW, THEREFORE, BE IT RESOLVED:

- (1) That the Bloomington/Monroe County Metropolitan Planning Organization hereby adopts a Change Order Policy which:
 - Establishes a Change Order Reserve from which change orders can be paid; and
 - Establishes procedures which must be followed by the Local Planning Agencies and the MPO in the event of a change order which necessitates the use of additional federal funding.
- (2) That the adopted document shall be forwarded to all relevant public officials and government agencies, and shall be available for public inspection during regular business hours at the City of Bloomington Planning Department, located in the Showers Center City Hall at 401 North Morton Street, Bloomington, Indiana.

PASSED AND ADOPTED by the Policy Committee by a vote of 8 - 0, upon this 7th day of September, 2007.



BILL STUEBE
Chair Pro Tem, Policy Committee
Bloomington/Monroe County MPO



Attest: Josh Desmond
Director
Bloomington/Monroe County MPO