



# CITY OF SOUTH BEND

## BOARD OF PUBLIC WORKS



January 13, 2026

Mr. Josh Burris  
Milestone Contractors, L.P.  
24358 State Road 23  
South Bend, IN 46614  
[jburris@milestonelp.com](mailto:jburris@milestonelp.com); [akrueger@milestonelp.com](mailto:akrueger@milestonelp.com)

RE: Change Order No. 2 (Final) – 2024 Community Crossings Round 1 – Project No. 124-006

Dear Mr. Burris:

At its January 13, 2026 meeting, the Board of Public Works approved the above referenced Change Order be increased by \$390,461.95, bringing the revised contract amount to \$2,722,927.27.

Enclosed is a copy of the Change Order for your records.

If you have any further questions, please call this office at (574) 235-9251.

Sincerely,

/s/ Hillary Horvath

Hillary Horvath, Clerk

**CITY OF SOUTH BEND, INDIANA**  
**DEPARTMENT OF PUBLIC WORKS**  
**PROJECT CHANGE ORDER**



**DATE:** 4/22/2025  
**PROJECT NO:** 124-006  
**PROJECT NAME:** 2024 Community Crossing  
**CONTRACT DATE:** 5/3/2024  
**CHANGE ORDER NO:** 2 (Final)  
**SUBJECT OF CHANGE ORDER:** PCR #17-Manhole and Sewer Repair PCR #18-Additional HMA for Segment Tie-ins PCR #19-Final Quantity Adjustment

All items completed substantially as planned.

See attached Comparison of Estimate for overruns and underruns.

The original contract sum	\$ 2,223,500.00
Net change by previously authorized change orders	\$ 108,965.32
The contract sum prior to this change order	\$ 2,332,465.32
By this Change Order, the project amount is	<input checked="" type="checkbox"/> Increased <input type="checkbox"/> Decreased
	\$ 390,461.95
	\$ 2,722,927.27
	16.74 %
Total change for entire project	22.46 %
Original contracted completion date/time	8/31/2024
Extension of date/time by previous change orders	60 days
Date/time extension by this change order	0 days
New completion date/time	10/30/2024

**CONTRACTOR**



Contractor Signature

Josh Burris General Superintendent

Printed Name and Title

Milestone Contractors, L.P.

Company Name

24358 SR 23

Address

South Bend, IN

City, State, Zip

**RECOMMENDED FOR APPROVAL**



Kyle Ludlow  
CONSTRUCTION MANAGER

CITY OF SOUTH BEND, INDIANA  
BOARD OF PUBLIC WORKS



Elizabeth A. Maradik, President



Murray L. Miller, Member



Abigail E. Magas, P.E., Member



Joseph R. Molnar, Vice President



Breana N. Micou, Member



Attest: Hillary R. Horvath, Clerk

Date: January 13, 2026



## INTER-OFFICE MEMORANDUM

### DEPARTMENT OF PUBLIC WORKS DIVISION OF ENGINEERING

**TO:** Hillary Horvath, Clerk  
Board of Public Works

**FROM:** Dan Jones, Senior Engineer

**SUBJECT:** Change Order #2 – 2024 Community Crossings (#124-006)

**DATE:** December 23, 2025

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This memorandum is being provided to explain why this project has exceeded 20% in change orders.

There was a scope change to resurface the Charles Black Center parking lot (CO#1) as well as other general line item overruns (final quantities) upon completion of the project. The total breakdown of scope changes and final quantity additions are shown below:

<u>Item</u>	<u>Cost</u>
• CO#1 (CBC Parking Lot)	\$108,965.32
• Additional HMA for Segment Tie-ins	\$66,993.44
• Final Quantity Adjustment	<u>\$87,708.51</u>
	<b>\$263,667.27 (11.86%)</b>

There were also unforeseen items added into the project. These include repair items to fix a brick sewer manhole which was beginning to unravel and created a sinkhole in the roadway surface. In lieu of creating an emergency repair project, these repairs were added to this project due to the vicinity of the repair being located within the project limits. This item was added as follows:

<u>Item</u>	<u>Cost</u>
• Manhole and Sewer Repair	<b>\$235,760.00 (10.40%)</b>

Please feel free to contact me with any questions at x9245.

**BOARD OF PUBLIC WORKS**  
**AGENDA ITEM REVIEW REQUEST FORM**

Date	<u>12/23/2025</u>	Department	<u>Public Works</u>
Name	<u>Dan Jones</u>		
BPW Date	<u>1/13/2026</u>	Phone Extension	9245

<b>Required Prior to Submittal to Board</b>			
BPW Attorney	<input type="checkbox"/>	Attorney Name	<u>Michael Schmidt</u>
Dept. Attorney	<input type="checkbox"/>	Attorney Name	_____
Purchasing	<input type="checkbox"/>	<u>Mickey Lovy</u>	
<b>Check the Appropriate Item Type – Required for All Submissions</b>			
<input type="checkbox"/> Professional Services Agreement	<input type="checkbox"/> Contract	<input type="checkbox"/> Proposal	
<input type="checkbox"/> Open Market Contract	<input type="checkbox"/> Amendment/Addendum	<input type="checkbox"/> Special Purchase, QPA	
<input type="checkbox"/> Bid Opening	<input type="checkbox"/> Bid Award	<input type="checkbox"/> Req. to Advertise	<input type="checkbox"/> Title Sheet
<input type="checkbox"/> Quote Opening	<input type="checkbox"/> Quote Award	<input type="checkbox"/> Reject Bids/Quotes	
<input type="checkbox"/> Proposal Opening	<input type="checkbox"/> C/O & PCA No. _____	<input type="checkbox"/> PCA	
<input checked="" type="checkbox"/> Chg. Order, No. <u>2 (Final)</u>	<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Resolution	
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Ease./Encroach	

<b>Required Information</b>			
Company or Vendor Name	<u>Milestone Contractors, L.P.</u>		
New Vendor	<input type="checkbox"/> Yes	<input type="checkbox"/> If Yes, Approved by Purchasing	
MBE/WBE Contractor	<input checked="" type="checkbox"/> No	<input type="checkbox"/> MBE	<input type="checkbox"/> Yes
	<input type="checkbox"/> WBE	Completed E-Verify Form Attached	
		<input type="checkbox"/> No	
Project Name	<u>2024 Community Crossings Round 1</u>		
Project Number	<u>124-006</u>		
Funding Source	<u>PO 31157</u>		
Account No.	<u>324-442001, 641-439001</u>		
Amount	<u>\$390,461.95</u>		
Terms of Contract			
Purpose/Description	<u>Change Order #2: Additional sewer repairs added at Westmoor/Bendix due to collapse; Additional HMA for proper tie-ins; Final quantity adjustments.</u>		
<b>For Change Orders Only</b>			
Amount of	<input checked="" type="checkbox"/>	Increase <u>\$ 390,461.95</u>	
	<input type="checkbox"/>	Decrease <u>(\$ )</u>	
Previous Amount		<u>\$2,332,465.32</u>	
Current Percent of Change:		Increase <u>16.74%</u>	
New Amount		Decrease <u>( %)</u>	
Total Percent of Change:		Increase <u>22.46%</u>	
Time Extension Amount:		Decrease <u>( %)</u>	
New Completion Date:	<u>0</u>		