



CITY OF SOUTH BEND

BOARD OF PUBLIC WORKS

April 14, 2026

Mr. Robert Johnson
Shaffner Heaney Associates Inc.
2508 South Main Street
South Bend, IN 46614
dgreco@shaproducts.com; rjohnson@shaproducts.com

RE: Change Order No. 1 – Studebaker Museum Skylight Replacement – Project No. 124-019

Dear Mr. Johnson:

At its April 14, 2026 meeting, the Board of Public Works approved the above referenced Change Order be increased by \$1,500, bringing the revised contract amount to \$78,447 and a completion date of November 1, 2025.

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

Sincerely,

/s/ Hillary Horvath

Hillary Horvath, Clerk

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



DATE: 04/14/2026
PROJECT NO: 124-019
PROJECT NAME: Studebaker Museum Skylight Replacement
CONTRACT DATE: November 26th, 2024
CHANGE ORDER NO. 1
SUBJECT OF CHANGE ORDER: Need to add trim for changed condition. Project was delayed due to product availability. See memo.

All items completed substantially as planned.
 See attached Comparison of Estimate for overruns and underruns.

The original contract sum		\$	<u>76,947.00</u>	
Net change by previously authorized change orders		\$	<u>0.00</u>	
The contract sum prior to this change order		\$	<u>76,947.00</u>	
By this Change Order, the project amount is	<input checked="" type="checkbox"/> Increased <input type="checkbox"/> Decreased	\$	<u>1,500.00</u>	
The new contract sum including this change order		\$	<u>78,447.00</u>	
This Change Order represents a total change of			<u>2.00</u>	%
Total change for entire project			<u>2.00</u>	%

Original contracted completion date/time March 31st, 2025
 Extension of date/time by previous change orders 0 Days
 Date/time extension by this change order 215 Days
 New completion date/time November 1st, 2025:

RECOMMENDED FOR APPROVAL

CONTRACTOR

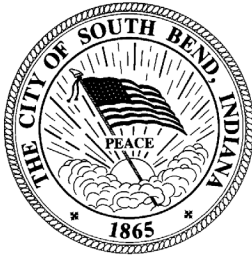
Kyle Ludlow
 Construction Manager

Rob Johnson
 Contractor Signature
 Robert Johnson - Project Manager
 Printed Name and Title
 Shaffner Heaney Associates Inc.
 Company name
 2508 South Main Street
 Address
 South Bend, IN 46614
 City, State, Zip

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 Attest: Hillary R. Horvath, Clerk
 Date: April 14, 2026



INTER-OFFICE MEMORANDUM

DEPARTMENT OF PUBLIC WORKS DIVISION OF ENGINEERING

TO: Hillary Horvath, Clerk
Board of Public Works

FROM: Patrick Sherman

SUBJECT: Studebaker Museum Skylight Replacement: CO#1

DATE: April 14th, 2026

On November 26, 2024, the Board of Public Works approved a quote for Shaffner Heaney to replace the skylight at the Studebaker Museum.

The work was delayed to later in the year due to specialty material availability. This delay did not affect the Museum negatively. Once received, the project was substantially completed working around the Museum's schedule. During the punch walk, there was an area identified that would be better with some trim work to cover bare wood because of how the new skylight fit. The contractor had to wait through the winter to complete the work.

Engineering recommends approving Change Order #1 for **\$1,500.00** for Shaffner Heaney. This is a change order of 2%.



CONSTRUCTION CHANGE ORDER FORM

Project Name: Project Number:

Contract Number:

Owner/Client: Contractor/Vendor:

Date of Change Order: Change Order Number:

1. Description of Change

Provide a detailed description of the change to the original scope of work:

2. Reason for Change

Design modification

Unforeseen condition

Owner request

Code/regulatory requirement

Other:

Explanation:

3. Impact on Contract

Original Contract Amount:

Net Change (Increase/Decrease):

Revised Contract Amount:

4. Approvals

Prepared By:

Date:

Signature: *Patrick Sherman*

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

Date: 04/09/2026
 Name: **Patrick Sherman** Department of Public Works – Engineering Division
 BPW Date: 04/14/2026 Phone Extension: 5601

Required Prior to Submittal to Board

BPW Attorney	<input checked="" type="checkbox"/>	Attorney Name	
Dept. Attorney	<input type="checkbox"/>	Attorney Name	<u>Michael Schmidt</u>
Purchasing	<input type="checkbox"/>		

Check the Appropriate Item Type – Required for All Submissions

<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 type="checkbox"/> Chg. Order, No. _____	<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Resolution
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Ease./Encroach

Required Information

Company or Vendor Name	<u>Shaffner Heaney and Associates</u>		
New Vendor	<input type="checkbox"/> Yes <input type="checkbox"/> If Yes, Approved by Purchasing		
	<input checked="" type="checkbox"/> No		
MBE/WBE Contractor	<input type="checkbox"/> MBE	<input checked="" type="checkbox"/> Completed E-Verify Form Attached	<input type="checkbox"/> Yes
	<input type="checkbox"/> WBE		<input type="checkbox"/> No
Project Name	<u>Studebaker Museum Skylight Replacement</u>		
Project Number	<u>124-019</u>		
Funding Source	<u>PROJ00000523</u>		
Account No.	<u>PO-0035275</u>		
Amount	<u>\$1,500.00</u>		
Terms of Contract	<u>Lump Sum</u>		
Special Contract Provisions	<u>N/A</u>		
Purpose/Description	<u>Addition of some trim and finish following project punch.</u>		

For Change Orders Only

Amount of	<input checked="" type="checkbox"/> Increase	<u>\$ 1,500.00</u>
	<input type="checkbox"/> Decrease	<u>(\$)</u>
Previous Amount	<u>\$ 76,947.00</u>	
	Increase	<u>2%</u>
Current Percent of Change:	Decrease	<u>() %</u>
New Amount	<u>\$ 78,447.00</u>	
	Increase	<u>2%</u>
Total Percent of Change:	Decrease	<u>() %</u>
Time Extension Amount:	<u>215 days</u>	
New Completion Date:	<u>November 1st, 2025</u>	