



ROBERT BENTLEY  
GOVERNOR

**ALABAMA**  
**DEPARTMENT OF TRANSPORTATION**  
CONSTRUCTION BUREAU  
1409 COLISEUM BOULEVARD, G-101  
MONTGOMERY, ALABAMA 36110  
PHONE (334) 242-6216  
FAX (334) 264-3727



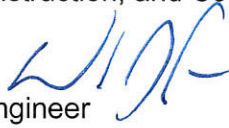
JOHN R. COOPER  
TRANSPORTATION DIRECTOR

February 21, 2017

**Construction Information Memorandum No. 2 – 2017**

TO: Region Engineers

ATTN: Area Operations, Construction, and County Transportation Engineers

FROM: Winston J. Powe, PE   
State Construction Engineer

RE: ATRIP Project Change Orders and Overruns

As we approach the end of the ATRIP Program, project funding has become a bigger concern for the Department as well as the local entities. Of particular concern is the cost of change orders and overruns. Until recently, most local entities discussed only the impact of higher than anticipated bids with the Innovative Programs (IP) Bureau. However the costs of change orders and overruns were not individually discussed because there was typically ATRIP balance available to cover the overruns. Now, with many of the projects completed and available ATRIP balances running low, costs for change orders and overruns are subject to be fully paid by the local entity. This has already happened. In some cases, the local entity was very surprised at the costs for which they are responsible.

In order to better communicate these costs and the local entity's responsibility, Mr. George Conner, Mr. Ed Austin, Mr. Steve Walker, and I have developed a procedure. When a change order (whether supplemental agreement or force account) is required, the Area Office (County Transportation Engineer or Construction Engineer – whomever is handling) shall notify the local entity with the pertinent details and the proposed costs. The following paragraph shall be included in this notification:

*Please understand that the cost overrun caused by this change order will be eligible for Federal-aid ATRIP funds based on the terms of the ATRIP project funding agreement between the project sponsor and the State. These cost overruns may be fully borne by the **(insert local entity)** if there are no remaining available Federal-aid ATRIP funds or if the funds were capped in the agreement. If there is a question about the availability of Federal-aid ATRIP funds for this cost overrun, please contact the appropriate Area Office (County Transportation Engineer or Construction Engineer).*

This notification may be done by formal letter or by email communication with the appropriate local entity. A copy of such notification **MUST** be included with the change order submittal to the Central Office for review and approval. Any change order submitted without such notification included will be held or returned. It is preferred that an acknowledgement from the local entity be obtained as in

the case of the two attached examples. This is not always possible due to time constraints and the administrative procedures of the local entity. If you can get acknowledgement, please include in your submittal.

As far as monitoring overruns, one of the available tools in **CAMMS** is the *Forecasting Report* that is completed monthly for each contract pay item as part of the estimate process. Project Managers are supposed to review the work and update the report based on the quantities used versus what he/she anticipate are still needed. This estimated completion of the item is reported as a percentage, which in turn allows the system to calculate overruns and underruns via this report. County Transportation Engineers are encouraged to review these reports monthly for each project and communicate any overruns of concern to the IP Program for further review.

If an ATRIP project experiences overruns greater than \$150,000, this procedure must be followed for the approval request outlined in #2 of GFO 4-3.

Please ensure that your Project Managers and Area personnel responsible for change orders and estimates are familiar with this CIM.

WJP

Attachments

pc: Mr. George Conner, PE  
Mr. Ed Austin, PE  
Mr. Steve Walker  
Mr. Clay McBrien  
Mr. Bill Flowers  
Mr. Mark Bartlett, FHWA  
CIM File

# Bibb County Engineering Department

10651 Highway 5  
Brent, AL 35034

Phone: 205-926-3111  
Fax: 205-926-3133

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Jeff McKinney, P.E.  
County Engineer  
Email: [jeffmckinney@bellsouth.net](mailto:jeffmckinney@bellsouth.net)

Gary Loyd, P.E.  
Assistant County Engineer  
Email: [garyloyd1@bellsouth.net](mailto:garyloyd1@bellsouth.net)

February 1, 2017

Mr. James D. Brown, P.E.  
Region Engineer  
ALDOT West Central Region  
2715 East Skyland Blvd.  
Tuscaloosa, AL 35405

Attn: Ms. Adriana Dunn

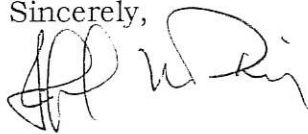
RE: **Concurrence Letter**  
ACNU60292-ATRP (015), 04-04-07  
BCP 04-04-14 - Resurface CR 9/24  
Bibb County

Dear Mr. Brown,

We understand that the cost overrun caused by this Supplemental Agreement will be eligible for Federal ATRIP funds based upon the terms of the ATRIP project funding agreement between the Bibb County Road Department and the ALDOT. The overrun costs may be fully borne by Bibb County if there are no remaining available Federal ATRIP funds or if the funds were capped in the agreement.

Please advise if additional information is needed.

Sincerely,



Jeff McKinney  
County Engineer



Assistant County Engineer  
W. Bryan Kegley II, P.E., P.L.S.

Design Engineering Manager  
Kimberly N. Sanderson, P.E.

Construction Engineering Manager  
James Vorpahl, P.E.



Deputy Public Works Director  
Richard A. Mitchell, P.E.

Environmental Services Director  
G. William Melton, P.E.

Traffic Manager  
James D. Foster

## MOBILE COUNTY PUBLIC WORKS

County Engineer / Public Works Director  
Joe W. Ruffer, P.E., F. ASCE

December 8, 2016

Mr. Tommy Goodman.  
County Transportation - Mobile  
Alabama Department of Transportation – Southwest Region  
1701 I-65 West Service Road  
Mobile, AL 36618

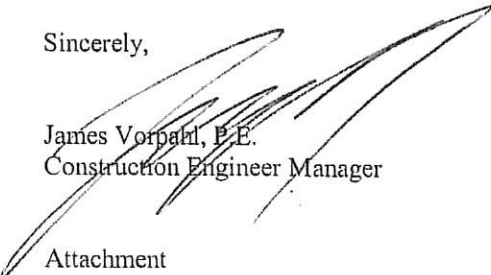
Re: ACBRZ61186-ATRP(010)  
Mobile County Project No.: MCP-49-074-12  
Bridge & Approaches CR-63 (Wilmer Georgetown Rd over Big Creek)  
Request for additional Pay Item 606-A 6" Underdrain, Type 10

Dear Tommy:

We are requesting the addition of Pay Item 606- A (6" underdrain, Type 10) for the above referenced project. Our Project Engineer has determined the necessity of this item and has reviewed their prices to be fair for the conditions. The County has also reviewed this request for this additional pay item and concurs with our Engineer's recommendation. Mobile County is aware they will be responsible for any cost that exceeds the available ATRIP funds. Attached is our engineer's recommendation on this matter. After your review please advise on how to proceed.

If you have any questions or comments, please do not hesitate to call me.

Sincerely,

  
James Vorpahl, P.E.  
Construction Engineering Manager

Attachment

copy: File