

Board of Park Commissioners Approval Form

Packard Park Playground Equipment: Change Order #1

Project: 2024060

PO Number: 24121270

Project Approval Request

Scope of Work:

Park staff is requesting a Change Order in the amount of \$9,150.00 for the Packard Park Playground project.

Recreation InSites submitted the successful proposal for this project following a Request for Proposals in October 2024. In November of 2024, the City Council and Board of Park Commissioners approved a contract in the amount of \$316,750.00. Due to unexpected project details, a change order is necessary. This is the result of an add item for supply and installation of (112) 18" Sonotubes to facilitate installation of equipment posts in conjunction with site drainage at a cost of \$8,750.00, and supply and installation of an additional (8) 18" Sonotubes at a cost of \$400.00. The total for the change order is brought to \$9,150.00.

Board Approval:

We are now requesting approval for Change Order #1 with Recreation InSites in the amount of \$9,150.00 for the items described above, bringing the total contract to \$325,900.00, with funding to come from Parks Cumulative Capital Funds.

The Fort Wayne Parks and Recreation and the Board of Park Commissioners met to host their regularly scheduled monthly Board meeting on **August 14, 2025**, to approve the above-referenced change order in the amount of **\$9,150.00**.

*We, the **Board of Park Commissioners**, on the date stated, do **ATTEST**, sign to the above-referenced and attached documents, and approve as presented.*

Justin Shurley, President

Cory Miller, Vice-President

Richard Briley, Commissioner

Jenna Jauch, Commissioner

Steve McDaniel, Director, Board Secretary

RECREATION INSITES, LLC

12237 Westmorland Dr.
Fishers, IN 46037 US
(317) 201-7056
melissag@recreationinsites.com
www.recreationinsites.com



Proposal

ADDRESS

City of Fort Wayne
200 E. Berry St., Suite 490
Fort Wayne, IN 46802

SHIP TO

City of Fort Wayne
200 E. Berry St., Suite 490
Fort Wayne, IN 46802

PROPOSAL

1480

DATE

05/27/2025

PROJECT NAME

Packard Park (8 sono tubes)

	DESCRIPTION	QTY	RATE	AMOUNT
Installation Playground Equipment	Installation Playground Equipment 8 additional sono tubes	1	400.00	400.00

Recreation Insites accepts check or ACH payments.

Grading on the east side of the playground was significantly deeper
than we were told to expect, this required the purchase of additional
sono tubes for 8 more footer holes under the swing set.

SUBTOTAL

400.00

TAX

0.00

TOTAL

\$400.00

Accepted By



Accepted Date

5/27/25

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Proposal

ADDRESS
Fort Wayne Parks and Recreation
705 E. State Blvd.
Ft. Wayne, IN 46805

SHIP TO
Fort Wayne Parks and Recreation
705 E. State Blvd.
Ft. Wayne, IN 46805

PROPOSAL 1418
DATE 03/28/2025

PROJECT NAME
sono tube work at Packard Park

DESCRIPTION		QTY	RATE	AMOUNT
Playgrond Equipment Change Order	Playgrond Equipment Change Order, see notes below	1	8,750.00	8,750.00T

Recreation Insites accepts check or ACH payments.
Price includes labor and materials for installation of 112, 18"
Sonotubes with Rainguard staked down to help hold in place during
installation and compaction of stone aggregate. Should installation
and compaction of aggregate stone around sonotubes cause
damage or significant movement of tube locations additional fees to
remedy may apply.

SUBTOTAL	8,750.00
TAX	0.00
TOTAL	\$8,750.00

Accepted By

Accepted Date

4/4/25