



**TRANSPORTATION CABINET**

Frankfort, Kentucky 40622  
www.transportation.ky.gov/

**Steven L. Beshear**  
Governor

**Joseph W. Prather**  
Secretary

**Construction Memo: 03-09**

**MEMO TO:** Chief District Engineers  
TEBM for Project Delivery & System Preservation  
TEBM for Engineering Support  
Section Engineers & Supervisors

**FROM:** Steven Criswell, P.E., Director  
Division of Construction

**DATE:** May 7, 2009

**SUBJECT:** Deferred Payment Note Change Orders

Resurfacing projects let in March and April 2009 with a deferred payment note for work performed prior to July 1, 2009 now have monies available for payment this fiscal year. If a contractor chooses to perform the work prior to July 1, 2009, a change order will be required to eliminate the deferred payment note from the contract. In order for this to occur as expeditiously and as efficiently as possible, the following actions will need to occur:

- If the project was in the March 2009 letting, the Central Office Construction will write the change order and mail them to the contractors. The contractors will be advised if they wish to participate in this change order to sign and return it to the appropriate Chief District Engineer (CDE). The CDE and the Section Engineer/Supervisor are to sign it, mail it to Linda Inman and enter the appropriate dates into SiteManager.
- For projects in the April 2009 letting, these change orders will be mailed to the contractor with their award notices. Again the contractors will be advised to return the signed change order to the appropriate CDE for processing as mentioned above.

This process is reversed from the normal change order process in hopes to expedite the paperwork. Some of these projects are not in the SiteManager system yet, therefore, review dates cannot be entered. Once the contracts become active in SiteManager, please enter the change order review dates. Please return the signed change orders to Linda Inman even if the contract is not in SiteManager.

C: M. Hancock                      C. Knowles                      N. Albright  
M. Hite                                  J. Jasper                          S. Waddle  
KAHC                                      PAIKY                                  FHWA  
Central Office Construction Liaison Engineers

