



July 9, 2025

Mr. Kelly Knight
Director, Public Works Dept.
604 Crossover Road
Tupelo, Mississippi 38801

REFERENCE: RECOMMENDATION OF CHANGE ORDER NO. 1 (Final Closeout)
CHICKASAW TRAIL DRAINAGE IMPROVEMENTS
BID NO. 2024-039PW

Dear Mr. Knight:

I am pleased to submit to you, along with the Mayor and City Council, the attached Change Order No. 1 (Final) for this project. The proposed change order is recommended to provide final reconciliation of actual contract quantities following the completed improvements of the project.

The attached change order is based on the final work that was provided / completed by Townes Construction Co. Inc. for the referenced project. The total change is price is a reduction of the contract price of -\$22,139.00 from \$390,009.00 to \$367,870.00 upon completion of the project. All work is complete and this will be the final contract total amount for this project. Thus, it is our recommendation that the City approve Change Order No. 1 for the referenced project and authorize the Mayor to execute the Change Order on behalf of the City of Tupelo.

A final pay application has been sent along with this change order showing the remaining balance, including retainage, to be paid to the contract for final completion of the work. We appreciate the opportunity to be of service to you and to be involved with this project. Please let us know should have any questions or require additional information.

Sincerely,
DABBS CORPORATION

A handwritten signature in black ink that reads 'Dustin D. Dabbs'.

Dustin D. Dabbs, PE
President

C: Mr. Don Lewis, COO, City of Tupelo
Ms. Kim Hanna, CFO, City of Tupelo
Mr. Ben Logan, City Attorney, City of Tupelo
Mr. Armstead Townes III, President, Townes Construction Co. Inc.
Ms. Jayme Baker, ICM

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