



# City of Jackson

TO: Mayor and Board of Aldermen

CC: Matt Winters, City Administrator

FROM: George L. Harris P. E., Staff Engineer

DATE: March 3, 2025

RE: Fire Station No. 1 Renovation Project- Change Order No. 3:  
COR 008- Lintels for Windows in Existing Walls (RFI 22)  
COR 009- EMS Storage Room 140 Shoring Ceiling and Enclosure Ceiling Opening (RFI 18)  
COR 003- P-3 Walls on South and East Walls of Training Room 001  
COR 011- Stair 1 Wall Height (RFI 20)  
COR 002- Lav Shields in Place of Lav Guards on P3 Fixtures  
COR 007- Shower Bases (RFI 17)  
COR 010- Floor Sink in Basement Mechanical Room (RFI 23)

The proposed Change Order No. 3, in the amount of \$50,289.96, is comprised of the seven (7) items listed above. Generally, these items are the result of conditions discovered during the demolition phase of the project. Comments in addition to the information attached to this memorandum are included below.

**COR 008- Lintels for Windows in Existing Walls (RFI 22)**

Demolition of existing wall at new window locations (14 windows) exposed the original construction and it was determined that additional masonry work and installation of steel lintels at the various window locations would be required to assure a tight and sturdy window installation.

**COR 009- EMS Storage Room 140 Shoring Ceiling and Enclosure Ceiling Opening (RFI 18)**

Room 140 is designated as EMS equipment storage room. Physical conditions at the point where a new wall meets the roof were determined inadequate for support of the roof and a new steel beam was required to provide for adequate support at that location.

**COR 003- P-3 Walls on South and East Walls of Training Room 001**

A revision to the finished wall construction in training Room 001 on the south and east walls is required to accommodate a sewer stack and provide a central location to reinstall an existing smart board. Walls were originally intended to be painted drywall but are modified to utilize a new stud wall bump out to allow for installation of the smart board.

COR 011- Stair 1 Wall Height (RFI 20)

The existing wall was determined to be too low for proper installation of a new handrail at the proper height to meet the applicable codes.

COR 002- Lav Shields in Place of Lav Guards on P3 Fixtures

Upgraded guards to protect plumbing under various sinks.

COR 007- Shower Bases (RFI 17)

Upgraded shower bases in anticipation of heavy use to increase the durability and life expectancy in anticipation of heavy use.

COR 010- Floor Sink in Basement Mechanical Room (RFI 23)

The existing floor drain in the basement mechanical room was found to be inadequate for the three drains in that portion of the building. A floor sink is proposed to replace the existing floor drain.

City staff recommends that the Mayor and Board of Aldermen approve the proposed Change Order No.3 for the Building Addition & Renovation of Jackson Fire Station #1 project in the amount of \$50,289.96.

# Change Order

No. 3

Date of Issuance: 02/14/2025

Effective Date: \_\_\_\_\_

Project: Jackson Fire Station #1  
Building Addition and Renovations

Owner: City of Jackson

Owner's Contract No.: 24-35

Contract: General Contract

Date of Contract: 04/02/2024

Contractor: Penzel Construction Company, Inc.

Engineer's Project No.: 22-273

## The Contract Documents are modified as follows upon execution of this Change Order:

### Description:

1. Structural modifications due to renovations and plumbing upgrades

### Attachments (list documents supporting change):

1. COR 002, 003, 007, 008, 009, 010, & 011 from Penzel Construction

### CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 3,618,700.00

[Increase] [Decrease] from previously approved  
Change Orders No. 1 to No. 2:

\$ 0.00

Contract Price prior to this Change Order:

\$ 3,618,700.00

[Increase] [~~Decrease~~] of this Change Order:

\$ 50,289.96

Contract Price incorporating this Change Order:

\$ 3,668,989.56

### CHANGE IN CONTRACT TIMES:

Original Contract Times: ☐ Working days ☒ Calendar days

Substantial completion (date): 05/01/2025

Ready for final payment (date): 07/01/2025

[Increase] [~~Decrease~~] from previously approved Change Orders  
No. 1 to No. 2:

Substantial completion (days): 33

Ready for final payment (days): 33

Contract Times prior to this Change Order:

Substantial completion (date): 06/03/2025

Ready for final payment (date): 08/04/2025

[Increase] [Decrease] of this Change Order:

Substantial completion (days): n/a

Ready for final payment (days): n/a

Contract Times with all approved Change Orders:

Substantial completion (date): 06/03/2025

Ready for final payment (date): 08/04/2025

RECOMMENDED:

By: MJD Stoltz  
Engineer (Authorized Signature)

Date: 02/14/2024

ACCEPTED:

By: \_\_\_\_\_  
Owner (Authorized Signature)

Date: \_\_\_\_\_

ACCEPTED:

By: \_\_\_\_\_  
Contractor (Authorized Signature)

Date: \_\_\_\_\_

Change Order Request Summary - Jackson Fire Station #1			
COR No.	Description	Status	Amount
008	Lintels for Windows in Existing Walls (RFI 22)	Submitted	\$ 37,120.20
009	ESI 2 (RFI 18) EMS Storage Rm 140 Shoring Ceiling and Enclose Ceiling Opening	Submitted	\$ 2,990.06
003	P-3 Walls on South and East Walls of Training Room 001	Submitted	\$ 3,261.72
011	Stair 1 Center Wall Height (RFI 20)	Submitted	\$ 785.00
002	Lav Shields in place of Lav Guards on P3 Fixtures	Submitted	\$ 1,715.70
007	Shower Bases (RFI 17)	Submitted	\$ 2,584.05
010	Floor Sink in Basement Mech Rm	Submitted	\$ 1,832.83
Total			\$ 50,289.56



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January 16, 2025

Mr. George Harris

City of Jackson  
101 Court Street  
Jackson, MO 63755

Re: COR 008 – RFI 22 Changes for Lintels for Windows in Existing Walls

Dear Mr. Harris,

This change order request is being submitted in response to RFI 22. This response added steel lintels to all the new window openings in the existing walls. A copy of the RFI is attached for reference. Penzel Construction requests to be compensated in the amount of \$37,120.20 for this additional scope of work. A breakdown of this cost is included for review.

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Eric K Roth".

Eric Roth  
Project Manager  
Penzel Construction Inc.

Enclosures: RFI 22  
COR 008 Breakdown

# Jackson Fire Station #1 Renovation

Change Order Request 008

RFI 22 Changes

1/16/2025

## Subcontractors

Item Description	Subcontractor	Amount	
1 Additional Masonry Scope	Foeste Masonry	26,732.00	
Subcontractor Subtotal		26,732.00	
OH&P		1,336.60	5%
Subcontractor Total		28,068.60	

## Self-Performed

Item Description	Vendor	Amount	
1 Additional Demo Work for Lintels	Penzel Construction	\$ 5,640.96	
2 Lintel Material	Blattner Steel	\$ 2,230.00	
Self Performed Subtotal		7,870.96	
OH&P		1,180.64	15%
Self Performed Total		9,051.60	

Grand Total \$ 37,120.20





PENZEL CONSTRUCTION COMPANY, INC  
PO Box 330 325 WEST JACKSON BLVD. JACKSON, MO 63755

Phone #: 5732438191

Fax #: 5732432425

## Request For Information

**TO:** STRICKLAND ENGINEERING  
Attn: MARK STRICKLAND  
113 W MAIN  
JACKSON, MO 63755  
Office: 5732434080

**FROM:** PENZEL CONSTRUCTION  
COMPANY, INC  
Eric Roth  
PO Box 330 325 WEST JACKSON  
BLVD.  
JACKSON, MO 63755  
Office: 5732438191

**Project Name:** Jackson Fire Station 1 Renovation  
**Project Number:** 22309

**Original Submission Date:** 12/05/2024  
**Architect No.:**

**RFI Number:** 22

**Answerer:**  
MARK STRICKLAND

**Submitted By:**  
Eric Roth

**Copies To:**  
Wade Rhodes

**Subject:**  
Window Header in Existing Walls

**Cost Code:**

**Affects Cost:**  
Yes

**Specification Section:**

**Drawing Reference:**

**Date Required:**  
12/09/2024

**Affects Schedule:**  
Yes

### Question:

Please reference Window Head Detail (Existing Wall) 14/A3.4. This detail shows an existing CMU bond beam at the top of the new window. Drawing A2.1 shows the top of the windows to be at 7'-10" above the floor. While demoing the new openings, it was found that the existing CMU bond beam is roughly 8'-8" above the floor, which is 10" higher than the proposed top of window. Please see attached picture of a new opening onsite with added comments. There are no steel lintels called out on the drawings for these openings either. Please advise how this 10" gap between the bottom of the bond beam and the top of the window should be infilled.

Please note that the Pella windows have already been made and are sitting in the installer's warehouse.

### Attachments:

File: New Window Opening in Existing Wall 12-5-24.pdf

**Submitted by:** Eric Roth on 12/05/2024

By responding to the RFI, we do not agree to any additional costs and/or time. Any additional cost and/or time shall be submitted in accordance with the requirements of the Contract Documents.

**Date Answered:** 12/20/2024

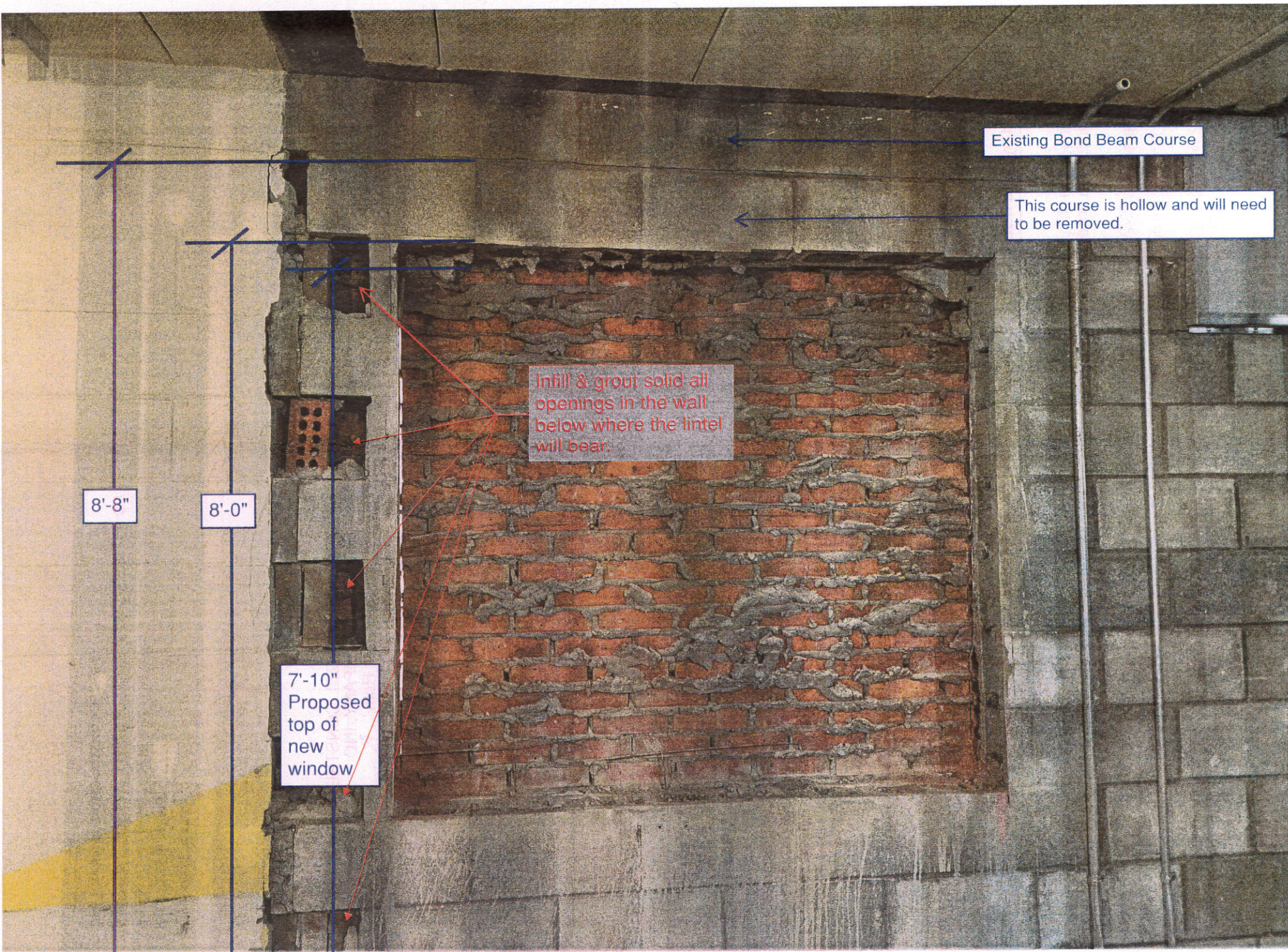
**Answered By:** Alayna Nordstrom, PE  
Strickland Engineering, LC

For the steel lintels for the new window openings in the existing 6" CMU block walls of the office building use the following:

- (2) L 2 1/2 x 2 1/2 x 5/16 angles back to back (window width 5'-0" – window type C)
- (2) L 2 1/2 x 2 1/2 x 1/4 angles back to back (window width 3'-4" or smaller – window types A, B, & D)

The pair of steel lintels can be connected bolted @ 32" o.c. per the cover sheet instructions or welded (1" per 12" of angle) and the angles can be painted with galvanized paint.





Existing Bond Beam Course

This course is hollow and will need to be removed.

Infill & grout solid all openings in the wall below where the lintel will bear.

8'-8"

8'-0"

7'-10"  
Proposed  
top of  
new  
window









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January 16, 2025

Mr. George Harris

City of Jackson  
101 Court Street  
Jackson, MO 63755

Re: COR 009 - ESI 02\_RFI 18 - EMS Storage Rm Steel Beam and Ceiling Closure

Dear Mr. Harris,

This change order request is being submitted for the scope of work added to the project in ESI-02. Penzel Construction requests to be compensated in the amount of \$2,990.06 for this added scope of work. A breakdown of this cost is included for review.

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Eric K Roth".

Eric Roth  
Project Manager  
Penzel Construction Inc.

Enclosures: COR 009 Breakdown



**Jackson Fire Station #1 Renovation**

Change Order Request 009

ESI 002

1/16/2025

**Subcontractors**

Item Description

Subcontractor

Amount

1

Subcontractor Subtotal -

OH&amp;P -

5%

*Subcontractor Total* -**Self-Performed**

Item Description

Vendor

Amount

1

Penzel Construction \$ 1,290.05

2

Blattner Steel \$ 1,310.00

Self Performed Subtotal 2,600.05

OH&amp;P 390.01

15%

*Self Performed Total* 2,990.06**Grand Total** \$ 2,990.06



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October 23, 2024

Mr. George Harris

City of Jackson  
101 Court Street  
Jackson, MO 63755

Re: COR 003 REVISED – P-3 Walls on South and East Walls of Training Rm 001

Dear Mr. Harris,

Floor plan drawing A1.1 does not call out for the South and East walls of Training Room 001 to be furred out with drywall, but the finish schedule on A4.1 calls out for these walls to be painted drywall. After a site visit it was determined there is also a 4" sewer stack that needs to be covered on the South wall. Penzel plans to install a 3-5/8" stud wall bump out to cover this sewer stack and allow the smart board to be installed in the center of the room. The remaining South and East walls of this room will be furred out with 1-1/2" hat channel. See attached sketch showing the proposed plan. Penzel requests to be compensated for this change in scope in the amount of \$3,261.72.

If you have any questions, please do not hesitate to contact me.

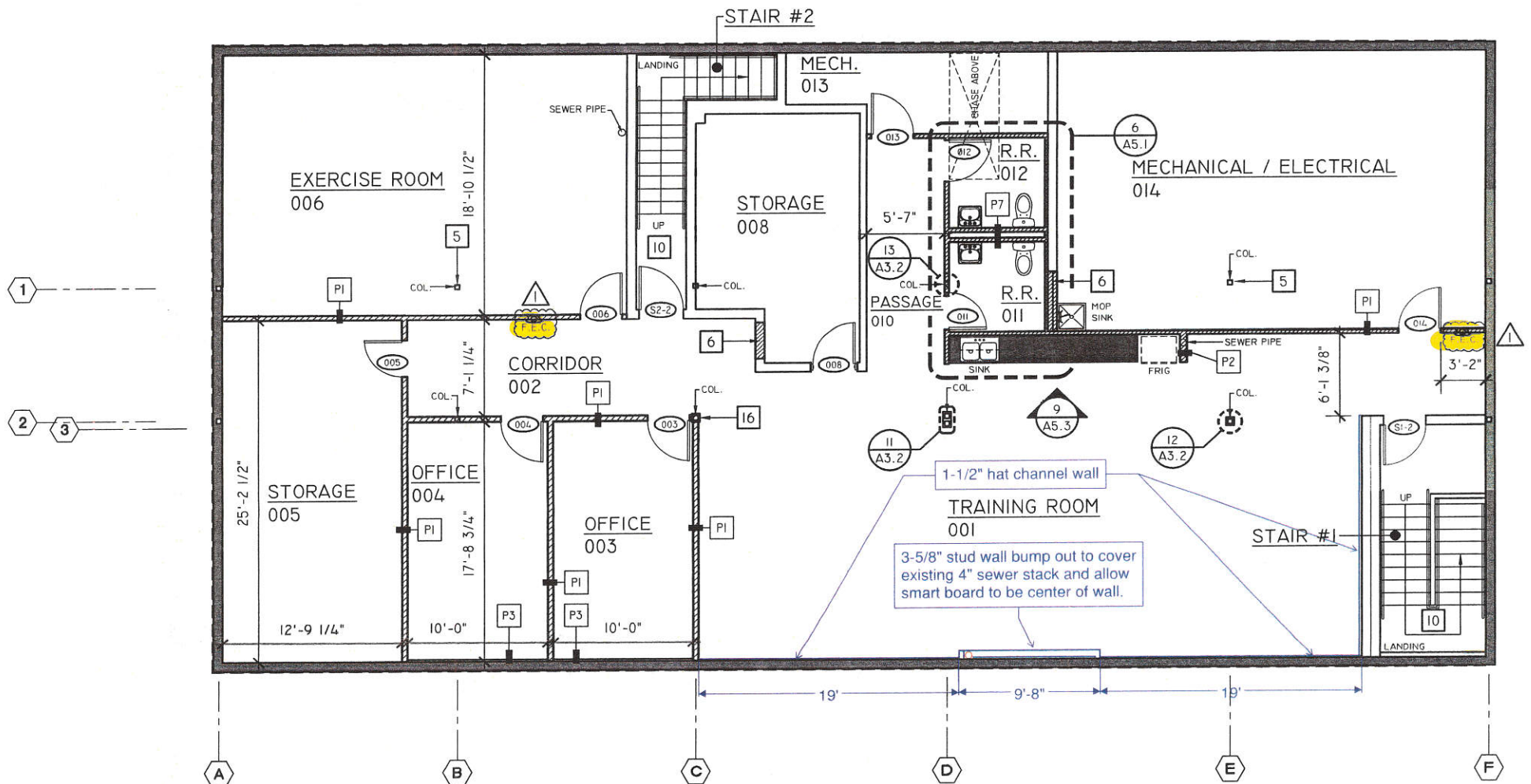
Sincerely,

A handwritten signature in black ink that reads "Eric K Roth".

Eric Roth  
Project Manager  
Penzel Construction Inc.

Enclosures: COR 003 Breakdown





# **BASEMENT FLOOR PLAN**

SCALE: 1/8" = 1' - 0"

**Jackson Fire Station #1 Renovation**  
**Change Order Request 003**  
*P-3 Walls on South and East Walls of Training Room 001*  
10/14/2024 REVISED 10/16/24 REVISED 10/23/24

**Subcontractors**

Item Description	Subcontractor	Amount
1 Rm 001 Install P-3 Walls on South and East Walls of Training	Miller Drywall	3,106.40
	Subcontractor Subtotal	<u>3,106.40</u>
	OH&P	<u>155.32</u> 5%
	<i>Subcontractor Total</i>	<u><u>3,261.72</u></u>

**Self-Performed**

Item Description	Vendor	Amount
1	Penzel	
	Self Performed Subtotal	<u>-</u>
	OH&P	<u>-</u> 15%
	<i>Self Performed Total</i>	<u><u>-</u></u>

Grand Total \$ 3,261.72



Date: \_\_\_\_\_



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February 12, 2025

Mr. George Harris

City of Jackson  
101 Court Street  
Jackson, MO 63755

Re: COR 011 – Raise Center Wall at Stair 1

Dear Mr. Harris,

This change order request is being submitted to account for the cost to raise the center wall height at Stair 1. The existing wall was to remain in place, but it was too low to attach the new handrail at the proper height per code. Penzel Construction requests to be compensated in the amount of \$785.00 for this added scope of work.

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Eric K Roth".

Eric Roth  
Project Manager  
Penzel Construction Inc.

Enclosures: COR 011 Breakdown

**Jackson Fire Station #1 Renovation**

Change Order Request 011

Raise Center Wall at Stair 1

2/12/2025

**Subcontractors**

Item Description	Subcontractor	Amount
	Subcontractor Subtotal	-
	OH&P	- 5%
	<b>Subcontractor Total</b>	<b>-</b>

**Self-Performed**

Item Description	Vendor	Amount
1 Raise Center Wall at Stair 1 per RFI 20	Penzel Construction	\$ 682.61
2		
	Self Performed Subtotal	682.61
	OH&P	102.39 15%
	<b>Self Performed Total</b>	<b>785.00</b>
	<b>Grand Total</b>	<b>\$ 785.00</b>





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July 15, 2024

Mr. George Harris

City of Jackson  
101 Court Street  
Jackson, MO 63755

Re: COR 002 – Lav Shields in lieu of Lav Guards

Dear Mr. Harris,

Per response to the plumbing fixtures submittal review comments, Lav Shields are required to be used on the (7) EA - P3 fixtures in lieu of the specified Lav Guards. Penzel Construction Company requests to be compensated for this change in scope in the amount of \$1,715.70.

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Eric K. Roth".

Eric Roth  
Project Manager  
Penzel Construction Inc.

Enclosures: COR 002 Breakdown

# Jackson Fire Station #1 Renovation

Change Order Request 002

Lav Shields in place of Lav Guards on P3 Fixtures

7/15/2024

## Subcontractors

Item Description	Subcontractor	Amount
Install 7 EA Lav Shields for P3 fixtures in lieu of Lav		
1 Guards specified	Buffington Brothers	1,634.00
	Subcontractor Subtotal	1,634.00
	OH&P	81.70 5%
	<i>Subcontractor Total</i>	<i>1,715.70</i>

## Self-Performed

Item Description	Vendor	Amount
1	Penzel	
	Self Performed Subtotal	-
	OH&P	- 15%
	<i>Self Performed Total</i>	<i>-</i>

Grand Total \$ 1,715.70



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[buffingtonbrothers.com](http://buffingtonbrothers.com)

## CHANGE ORDER REQUEST

To: Penzel Construction  
Attn: Eric Roth  
Project: Jackson Fire Department  
Scope: Plumbing

Prepared By: Ryan Buffington  
Date: July 15, 2024

Provide Lav Shields for seven P3 fixtures in lieu of specified lav guards. Lav shield cut sheet attached.

(7) Specified Lav Guards:	\$ (259.00)
(7) Alternate Lav Shields:	\$ 1,680.00
	\$ 1,421.00
OH/P:	\$ 213.00
COR Total:	\$ 1,634.00

**Acceptance of Proposal** – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. This proposal may be withdrawn if not accepted within 30 days. Pricing is based off of current market/factory pricing, Buffington Brothers is not liable for price increases out of our control. Price includes cash discount for paying with cash or check..

Signature: \_\_\_\_\_ Date of Acceptance: \_\_\_\_\_



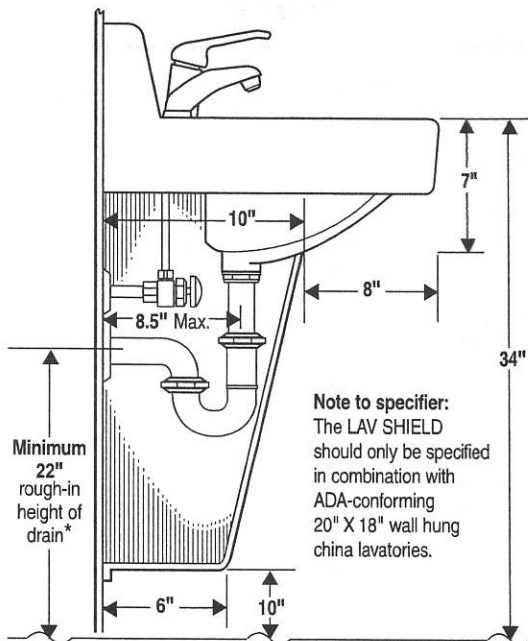


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LAVATORY PROTECTIVE ENCLOSURES

ADA-compliant undersink protection

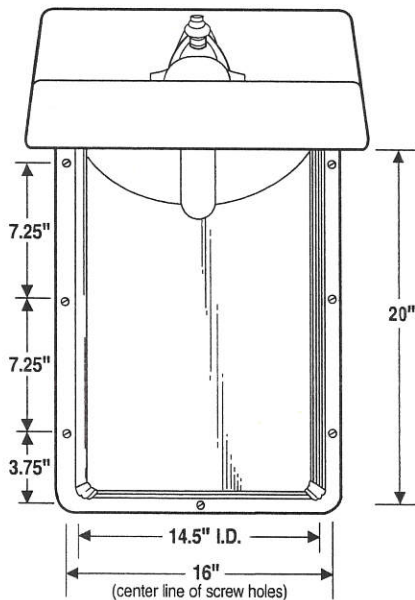
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# Submittal Sheet



**Note to specifier:**  
The LAV SHIELD should only be specified in combination with ADA-conforming 20" X 18" wall hung china lavatories.

\* Less than 22" rough-in height, certain job conditions or certain lavatories may require an offset tailpiece or offset grid strainer.



## General Description:

LAV SHIELD® rigid enclosure is dimensionally engineered to satisfy ADA requirements, design aesthetics and mechanical cooperation. LAV SHIELD conceals electronic faucet components, mixing valves, trap primers and instantaneous water heaters\*\*, while allowing wheelchair accessibility under lavatories and eliminating vandalism. Available in the standard model for field fit applications or may be ordered as a factory pre-cut which closely follows the underside contours of the lavatory specified.

\*\* Lavatory "rough in" should be considered to allow mounting room for water heater behind enclosure. Contact TRUEBRO for specifications.

Material	Rigid high-impact, stain-resistant, rigid PVC
Nominal Wall	.093"
Finish	Fine haircell
UV Protection	Will not fade or discolor
Durability	Virtually indestructible
Fasteners	7 stainless steel screws and wall anchors provided
Color	China white
Compatibility	Fits all ADA-conforming 20" x 18" wall-hung china lavatories
Paintability	Apply acrylic enamel or Latex
UL Listing	In accordance with ADA Article 4.19.4
Flammability	UL-94 V-0, 5VA ASTM D-635-91 4 (ATB) 2.1 (AEB)
Bacterial/Fungal Resistance	ASTM G21 and G22/Result 0

## ☐ LAV SHIELD Model #2018 — Standard (to be Field Fit)

### LAV SHIELD Factory Pre-cuts Available:

- |  |   |
|--|---|
| <input type="checkbox"/> Model #2018-AS-C – Am.Std. Comrade            | <input type="checkbox"/> Model #2018-EL-M – Eljer Mayburne        |
| <input type="checkbox"/> Model #2018-AS-D – Am.Std. Declyn             | <input type="checkbox"/> Model #2018-EL-S – Eljer Signature       |
| <input checked="" type="checkbox"/> Model #2018-AS-L – Am.Std. Lucerne | <input type="checkbox"/> Model #2018-EL-U – Eljer Bucknell        |
| <input type="checkbox"/> Model #2018-AS-M – Am.Std. Muro               | <input type="checkbox"/> Model #2018-GR-H – Gerber Hayes          |
| <input type="checkbox"/> Model #2018-AS-OL – Am.Std. Old Lucerne       | <input type="checkbox"/> Model #2018-GR-P – Gerber Plymouth       |
| <input type="checkbox"/> Model #2018-AS-R – Am.Std. Roxalyn            | <input type="checkbox"/> Model #2018-KO-C – Kohler Chesapeake     |
| <input type="checkbox"/> Model #2018-BD-I – Bradley Imperial           | <input type="checkbox"/> Model #2018-KO-G – Kohler Greenwich      |
| <input type="checkbox"/> Model #2018-BR-M – Briggs Milton              | <input type="checkbox"/> Model #2018-KO-H – Kohler Hudson         |
| <input type="checkbox"/> Model #2018-BR-W – Briggs Whitman             | <input type="checkbox"/> Model #2018-KO-K – Kohler Kingston       |
| <input type="checkbox"/> Model #2018-CR-H – Crane Harwich              | <input type="checkbox"/> Model #2018-KO-P – Kohler Pinoir         |
| <input type="checkbox"/> Model #2018-CR-N – Crane Norwich              | <input type="checkbox"/> Model #2018-KO-S – Kohler Soho           |
| <input type="checkbox"/> Model #2018-CR-W – Crane Westmont             | <input type="checkbox"/> Model #2018-MA-H – Mansfield 2018 HB     |
| <input type="checkbox"/> Model #2018-CR-Y – Crane Yorkshire            | <input type="checkbox"/> Model #2018-MA-NS – Mansfield 2018 HB-NS |
| <input type="checkbox"/> Model #2018-EL-B – Eljer Blair                | <input type="checkbox"/> Model #2018-TO-L – Toto LT307            |
| <input type="checkbox"/> Model #2018-EL-D – Eljer Delwyn               | <input type="checkbox"/> Model #2018-VT – Vitra 5072-003-0030     |

## ☐ Tamper-resistant Screws (Torx Head Screws)

## ☐ Special Pre-cut Request: \_\_\_\_\_

Job/Location \_\_\_\_\_

Designer \_\_\_\_\_

TRUEBRO reserves the right to make product and material changes at any time without notice.  
12/06

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D384,732, D393,700,  
D390,643, 79,064, 79,063

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(901) 853-5001 (800) 340-5969 FAX: (901) 853-5008  
e-mail: info@truebro.com Internet: http://www.truebro.com



Lav Shield Classified by  
Underwriters Laboratories Inc.®  
in accordance with  
ADA article 4.19.4 22FF





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December 9, 2024

Mr. George Harris

City of Jackson  
101 Court Street  
Jackson, MO 63755

Re: COR 007 – Shower Bases Change

Dear Mr. Harris,

This change order request provides pricing to change the shower bases to a cast marble shower pan as requested by the Architect. The cost does include credit for the original shower pans called out on the drawings.

Cast Marble Shower Pan Adder: \$2,584.05

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Eric K Roth".

Eric Roth  
Project Manager  
Penzel Construction Inc.

Enclosures: COR 003 Breakdown

**Jackson Fire Station #1 Renovation**

Change Order Request 007

Shower Bases

11/20/2024

**Subcontractors**

Item Description	Subcontractor	Amount
1 Change 4 Shower Bases to Cast Marble	Buffington Brothers Heating & Cooling	2,461.00
Subcontractor Subtotal		2,461.00
OH&P		123.05 5%
Subcontractor Total		2,584.05

**Self-Performed**

Item Description	Vendor	Amount
1	Penzel	
Self Performed Subtotal		-
OH&P		- 15%
Self Performed Total		-

Grand Total \$ 2,584.05





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January 27, 2025

Mr. George Harris

City of Jackson  
101 Court Street  
Jackson, MO 63755

Re: COR 010 - Floor Sink in Basement Mech Rm 014

Dear Mr. Harris,

This change order request is being submitted to change the existing floor drain in the basement Mech Rm 014 to a 12" floor sink. There are 3 separate drains in this room that need to be piped to this area and the existing floor drain is not adequate. Penzel Construction requests to be compensated in the amount of \$1,832.83 for this scope of work. A breakdown of this cost is included for review.

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Eric K. Roth".

Eric Roth  
Project Manager  
Penzel Construction Inc.

Enclosures: COR 010 Breakdown

# Jackson Fire Station #1 Renovation

Change Order Request 010

Floor Sink in Basement Mech Rm

1/27/2025

## Subcontractors

Item Description	Subcontractor	Amount	
1 Install Floor Sink	Buffington	1,379.00	
	Subcontractor Subtotal	1,379.00	
	OH&P	68.95	5%
	<i>Subcontractor Total</i>	<i>1,447.95</i>	

## Self-Performed

Item Description	Vendor	Amount	
1 Patch Back Concrete around Floor Sink	Penzel Construction	\$ 334.68	
2			
	Self Performed Subtotal	334.68	
	OH&P	50.20	15%
	<i>Self Performed Total</i>	<i>384.88</i>	
	Grand Total	\$ 1,832.83	