

BOARD OF ALDERMEN AGENDA ITEM

01/07/2026

ISSUE: PRESENTED BY: DEPARTMENT(S):	Budget Amendment 2026-26.33 Wayne Johannessen, Finance Officer Fire Station #2 Fund - 50
Background:	Fire Station #2 Fund 50 WB Brawley Change Order #10: is \$10,547.40 for Flood Vents. This is funded from Contingency. The Town is adopting this amendment to comply with the terms of the contract, while fully preserving the Town's legal position and any rights as to Change Order #10. Attachments: Budget Amendment 2026-26.33 Fund 50, and WB Brawley Change Order #10
Recommendation:	Approve Amendment as recommended
Action Needed:	Yes
Suggested Motion:	"I,, make a motion to approve Budget Amendment 2026-26.33 as presented; to include the Change Order #10 for WB Brawley."
Funds:	50
Follow Un.	Finance Officer

Follow Up:

ORDINANCE NO. 2026 -26.33 TOWN OF NORTH TOPSAIL BEACH, NC Ordinance Amending the Fire Station #2 Capital Project (Fund 50)

THE TOWN OF NORTH TOPSAIL BEACH, NORTH CAROLINA DOES ORDAIN that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section I: This Ordinance is to amend the Fire Station #2 (Fund 50).

Section II: The following amounts are appropriated for the project and authorized for revenue and expenditure.

	Project Budget	Increase (Decrease)		Amended Project
ESTIMATED REVENUES		_		
50-330-00 Loan Proceeds	5,600,000	-		5,600,000
50-339-01 T/I Fund 12 Capital Improvement	1,201,862	-		1,201,862
50-399-02 T/I Fund 10 General Fund	232,000	-		232,000
Total Revenues	7,033,862	-		7,033,862
APPROPRIATIONS				
Capital Improvements				
50-450-02 Construction Costs	6,247,010	10,547	(1)	6,257,557
50-450-05 Environmental Testing (ECS)	66,823	-		66,823
50-450-07 Construction Administration (BM)	420,463	-		420,463
50-450-11 Contingency	65,516	(10,547)	(1)	54,969
50-450-13 Utilities	2,050	-		2,050
50-450-74 Capital Outlay	232,000	-		232,000
Total Appropriations	7,033,862	-	•	7,033,862

(1) WB Brawley CO#10 is \$10,547.40 for Flood Vents and is funded from Contingency. The Town is adopting this amendment to comply with the terms of the contract, while fully preserving the Town's legal position and any rights as to Change Order #10.

Section III: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements.

Section IV: The Town Manager is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section V: Copies of the grant project ordinance shall be furnished to the Town Manager, the Finance Officer and to the Clerk to the Board.

Section VI: This capital project ordinance expires when the Fire Station is completed.

Adopted this 7th Day of January 2026.	
Motion made by	, 2nd by
VOTE: FOR	AGAINST ABSENT
RICHARD GRANT MAYOR	WAYNE JOHANNESSEN FINANCE OFFICER



AIA Document G701 – 2017

Change Order

PROJECT: (Name and address) North Topsail Beach Fire Station #2 3304 Gray Street

North Topsail Beach, North Carolina

OWNER: (Name and address) Town of North Topsail Beach 2008 Loggerhead Court

North Topsail Beach, North Carolina 28460

CONTRACT INFORMATION:

Contract For: General Construction

Date: March 5, 2024

CHANGE ORDER INFORMATION:

Change Order Number: 10 Date: November 13, 2025

ARCHITECT: (Name and address)

Becker Morgan Group, Inc. 3333 Jaeckle Drive, Suite 120 Wilmington, North Carolina 28403 **CONTRACTOR**: (Name and address) WB Brawley Company

3314 Jaeckle Drive, Suite 120

Wilmington, North Carolina 28403

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.) PCO 13: Flood vents.

The original Contract Sum was	\$6.102.689.00
The net change by previously authorized Change Orders	\$ 144,320.50
The Contract Sum prior to this Change Order was	\$ 6.247.009.50
The Contract Sum will be increased by this Change Order in the amount of	\$ 10,547.40
The new Contract Sum including this Change Order will be	\$ 6.257.556.90

The Contract Time will be unchanged by Zero (0) days. The new date of Substantial Completion will be April 12, 2025

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Becker Morgan Group, Inc.	WB Brawley Company	Town of North Topsail Beach
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
(1stal)	mk	
SIGNATURE	SIGNATURE	SIGNATURE
Ernest W. Olds, AIA / Vice President	Matthew WH Ribakow Brawley Project Manager	
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
November 13, 2025	11/17/2025	
DATE	DATE	DATE

This Instrument has been preaudited in accordance with the North Carolina Local Government Budget and Fiscal Control Act 50-450-02 \$10,547.40

Wayne Johannessen Finance Officer



ARCHITECTURE ENGINEERING

PLANNING OUR CLIENTS' SUCCESS November 13, 2025

Alice Derian, Town Manager Town of North Topsail Beach 2008 Loggerhead Court North Topsail Beach, North Carolina 28460

Re: Proposed Change Order No. 10

NORTH TOPSAIL BEACH FIRE STATION NO. 2

North Topsail Beach, North Carolina 2021025.02

Dear Alice:

Becker Morgan Group, Inc. has reviewed the Proposed Change Order (PCO) No. 13 (Flood vents), and to the best of my knowledge the cost and time allotment (if applicable) appear to be fair and equitable, and we recommend acceptance by the Owner, Town of North Topsail Beach.

Summary:

See attached itemized documentation submitted by the General Contractor.

Respectfully Submitted,

BECKER MORGAN GROUP, INC.

Cuttyn Rose Lysimmons

Caitlyn R Fitzsimmons, Assoc. AIA, RID-NC, NCIDQ Project Manager

Enc.: PCO No. 13 (Flood vents)

cc: Chief Chad Soward, w/enclosure

202102502 Derian PCO13.docx

BECKER MORGAN GROUP, INC.

3333 JAECKLE DRIVE, SUITE 120 WILMINGTON, NORTH CAROLINA 28403 910.341.7600

615 South College Street, Suite 9-112 Charlotte, North Carolina 28202 980.270.9100

314 East Main Street Clayton, North Carolina 27520 919.243.1332

PORT EXCHANGE
312 WEST MAIN STREET, SUITE 300
SALISBURY, MARYLAND 21801
410.546.9100

309 South Governors Avenue Dover, Delaware 19904 302.734.7950

THE TOWER AT STAR CAMPUS 100 DISCOVERY BOULEVARD, SUITE 102 NEWARK, DELAWARE 19713 302.369.3700

www.beckermorgan.com

То:	Town of North Topsail Beach - Alice	e Derian	-	Date:		10/6/2025			
Project:	NTB Fire Station #2		-	PCO #:		13			
Project #: Contractor:	2023342		-	Client Pro Contracto	-	A/E 2021025.02			
	WB Brawley Company		- `	Jonitracio	1 #.	2023342			
flood vents not manufacturer t dimensions to	erial costs for changes to flood vent shown in structual drawings. Includ o maintain folding door warranty. In fit between rebar in masonry walls a ng PVC trim to door 123/1 per RFI 94	es, per RFI 64, cludes, per RFI nd doubling qua	rougl 90, a antity	n opening: dditional c Additiona	s for floo cost for n I labor fo	d vents in folding do nasonry wall flood ve or installing two vents	ors pro ents ch s per o	vide angi peni	d by ng to smaller ng in Apparatu
GC Materials	(Attach list with Qty, Item, Unit \$, U	lnit mh, total mh	ı, OT	mh, Total	\$)				SUBTOTALS
	1 Total Direct Cost of Materials (Adm	nin supplies and	l Tech	nology Fe	ee)	\$0.00			
:	2 Sales Tax (NC, New Hanover)	7.00%				\$0.00			
;	3 Shipping, Transportation, Fees					\$0.00			
	4 Total for Materials & Shipping					\$0.00			
	5 Overhead and Profit on Item 4	15%				\$0.00	- 1		£0.00
GC Labor:							-		\$0.00
	3 Total Hours: Project Management	,	MH/	\$65.00	# I D	\$130.00			
	7 Total Hours: Estimator + Admin		- ^{МП/} — МН/	\$85.00		\$255.00			
	3 Total Hours:		MH/	ψοσισσ	/HR	\$0.00			
	9 Total Manhours: Labor		- WH/ МН/		/HR	\$0.00			
10	D Payroll Taxes & Insurance	45.0%	_		. // !! \	\$173.25			
	1 Total Labor + Burden	121211				\$558,25			
1:	2 Overhead and Profit on Item 11	15.0%				\$83.74			
									\$641.99
Equipment Re	ental: (Attach quotes)								
14 15	3 Equipment Rental (Includes 7.5% \$ 4 Waste/Dump Fees 5 Total for Equipment Rental 6 Overhead and Profit	Sales Tax, Deliv		ees)		\$0.00 \$0.00 \$0.00			\$0,00
Subcontracto	rs: (Attach quotes with material and	l lahor hackun)							\$0.00
	7 Citadel Masonry	. Iasoi saoitapy				\$ 2,358.97			
	B Dependable Dock and Door					\$ 3,862.00			
19	9 SAK					\$ 2,195.00			
20	0 sub4					\$ -			
	1 sub5					\$ -			
	2 Profit and Overhead	15.0%				\$ 1,262.40	- 1		0.070.07
2.	3 Total							\$	9,678.37
	Subtotal Before Bonds and Insu							\$	40 220 25
	Subtotal Before Bolius and Ilisu	rance						φ	10,320.35
GC Bonds an	d Insurance:								
24	4 Insurance					1.10%			\$113.52
2	5 Bonds					1.10%			\$113.52
						To	tal:	\$	10,547.40
		_							
	Time Extension Request of:	0	day(s	s) is being		ed for this change in	scope	of w	ork. 3/5/2024
				Original (ce to Proceed Date: Days to Complete:			3/5/2024
			0	•		al Completion Date:			3/5/2025
		Appro	ved A	dditional (Contract	Days to Complete:			38
						Days to Complete:			403
						al Completion Date:			4/12/2025
						t Days to Complete: al Completion Date:			4/12/2025
		гторо	seu P	ujusieu S	upotatilli	ai compicion date.			7/12/2025
	r agrees to perform the work outlined ments if the work is authorized by the		propo	osal for the	e amoun	t specified above an	d in ac	cord	ance with the
0	Mala Methow Will Studen						D-4-	40	10610005
Contractor's	(vate: _	10	/06/2025
Client Repres	entative Approval:					!	Date:		



PROPOSAL:

Project: N.Topsail Fire Station #2 Date: 7/16/24

Location: N.Topsail Beach, NC Plans: Architect: Dated:

RFC: 1

<u>Description:</u> Per Direction of WB Brawley Company, Citadel Masonry proposes to supply all material, labor and equipment necessary to provide flood vent installation - twelve total.

Total Base Bid: \$ 2,358.97

<u>Exclusions:</u> After Hours, Nighttime, Overtime, Weekend Work, Dumpsters/Bins or Anything Not Specifically Mentioned in The Above Inclusions.

Respectfully Submitted,
Citadel Masonry
Jim Leopard
(704) 989-2935
jleopard@citadelmasonryllc.com

Project Name Project Location Company Making Request

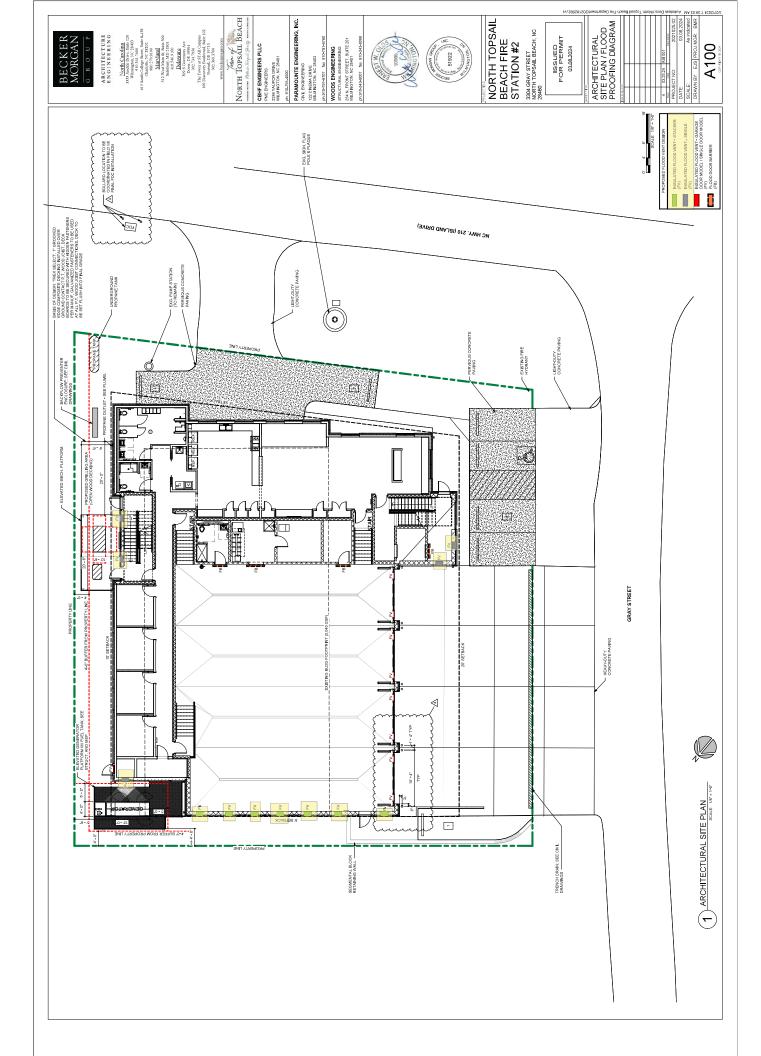
N.Topsail Fire Station #2
N.Topsail Beach, NC
Citadel Masonry

Reason for Change

Date		July 16, 2024	RFC Number	1	
1.		Increase in Labor Costs			\$989.00
2.	01001	Increase or Decrease in Labor Burden 39% Labor Burden			\$385.71
3.		Increase or Decrease in Material Quantities	and Costs		\$577.96
4.	01001 04299	Travel Lodging			\$0.00
5.	11000	Equipment Rental			\$0.00
6.		Total Lines 1-5.			\$1,952.67
7		Subcontract Fee of 15%			\$292.90
8		Total Lines 6 & 7			\$2,245.57
9	01120	Insurance 5% Fee			\$112.28
10	01115	Bond 1% Fee			\$1.12
		TOTAL BASE BID			\$2,358.97
		Owner	Architect	Contractor	
		Date	Date		

PROJEC	PROJECT NAME: N. Topsail Fire Station #2			×, 7			07/16/24
	؋						
				CITADE			
PROJEC	PROJECT LOCATION: NO. 1 opsall beach, NO.		8	MRSONRY Estimate Details			
				.WW	MATERIALS		MATERIALS
PHASE	ITEM DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	TOTAL	SALES TAX	TOTAL
0090	Small Tools	Each			- \$	- \$	- \$
03600	CMU Grout	Yard		160	- \$	-	\$
04205	Exterior Insulation Board	SF		1.5	- \$	- \$	-
04205	Flashing	LF		2	- \$	- \$	-
04205	Weeps	Each		0.25	- \$	- \$	- \$
04208	4" CMU	Each		1.65	- \$	- \$	-
04208	6" CMU	Each		1.7	- \$	- \$	-
04208	8" CMU	Each		1.85	- \$	- \$	- \$
04208	8" CMU Bond Beam	Each		2.45	- \$	-	\$
04208	12" CMU	Each		2.85	- \$	- \$	-
04208	12" CMU Bond Beam	Each	103	3.35	\$ 345.05	\$ 232.91	\$ 277.96
04210	Brick Ties	Each		1	-	-	- \$
04212	Brick	M		559	-	\$	- \$
04240	CMU Mortar	Each		13	- \$	\$	\$
04240	Brick Mortar	Each		21	-	\$	-
04250	Sand	Ton		50	-	-	- \$
02020	Vertical Reinforcing	Ton		900	- *	-	\$
05055	Horizontal Reinforcing	MLF		200	\$	\$	-
10000	Precast				-	\$	-
					-	-	- \$
					\$	\$	-
					- \$	-	-
					-	-	- \$
					MATERIALS TOTAL	SALES TAX TOTAL	TOTAL JOB
TOTALS					\$ 345.05	\$ 232.91	\$ 577.96

PROJEC	PROJECT NAME: N.Topsail Fire Station #2					07/16/24
PROJEC	: R : 2406					
PROJEC	PROJECT LOCATION: N.Topsail Beach, NC			CITADEL MRSONRY		
			Es	Estimate Details		
					Labor	LABOR
Labor	ITEM DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	TOTAL	TOTAL
04207	CMU Labor	Hours	28	33	\$ 924.00	\$ 924.00
04209	Flashing	LF		1	- \$	- \$
04209	Hollow Metal Frames	Each		22	- \$	- \$
04209	Grout Placement	Yard		140	- \$	- \$
04209	Damproofing	Lump Sum			- \$	- \$
04300	Brick Cleaning	Lump Sum			- \$	- \$
01001	Supervisor Time	Hours		20	- \$	- \$
04213	Mason Time	Hours		33	- \$	- \$
04213	Labor Time	Hours		23	-	- \$
01001	PM Time	Hours	1	9	\$ 65.00	\$ 65.00
					-	-
					-	-
					-	\$
					-	\$
					-	- \$
					-	-
					-	-
					-	\$
					-	\$
					-	- \$
					LABOR TOTAL	TOTAL JOB
TOTALS					00'686 \$	00'686 \$





135 Salem Creek Rd., Winston Salem, NC 27103

Phone: (336)794-4987 Mobile: (910)571-6895

Fax: (336)794-4050

Chip.bryant@Dependabledock and door.com

General Contractor Service Quotation

Purchase Orders and Contracts are to be issued to Miner, Ltd. dba Dependable Dock & Door

PROJECT NAME: Topsail Beach Fire Station #2 - Change Order #1

PROPOSAL DATE: 7-18-2025 EXPIRATION DATE: N/A

This is our proposal to furnish and install the items listed on page 2 of this proposal for the aforementioned project. We encourage you to use our proposal for your overall proposal as we provide the highest quality equipment combined with safe, on-time, professional installation and stellar service at a very competitive price. We also offer a consultative approach to selling as we work together with the client for the best application and match of products, features, and benefits with their needs. We highly encourage you to engage us in the final selection of equipment, options, and application needs of our mutual customer. We would be happy to be involved in consultation with them to effectively determine the best equipment and options for their needs.

Total price includes material, freight to the job site, tax, mechanical labor to unload at the job site, and mechanical installation. We have figured NO electrical power wiring (only control wiring where added) therefore any and all conduits, wire, fuses etc. are to be furnished AND installed by others.

Due to the extreme volatility in the prices of steel, aluminum, and other materials and components, this quote is valid for only 10 days from the above-listed date. If you use our quote and we are not awarded the contract within 10 days, we will require you to accept any increases in material prices that result during the time since this quote was communicated.

Additionally, we will not accept any contract, purchase order, or other agreement documentation which: (a) does not include material price escalation terms which guarantee that we will be compensated for all price increases which result from any delay or change which is not our responsibility, including but not limited to delayed review of submittals, changed dimensions and/or quantities of doors or other materials or components; or (b) includes responsibility for liquidated damages or other impacts resulting from extended lead times for materials and/or equipment included in our scope of work.

All prices are based on the expectation of a standard AIA, Consensus DOCS, or AGC contract and subcontract with reasonable terms & conditions for us both to achieve a safe, profitable and successfully completed job for the customer and reasonable job conditions for us to perform our labor. We reserve the right to revise our general conditions pricing for the project if presented with any other form of contract and/or subcontract.

All prices are figured with the assumption that payment will be made with a check. We will accept credit card payments, but we will charge an additional 1.5% processing fee for credit card payments. Bids are too competitive to absorb this additional cost. If this quote has Door Engineering products a 30% deposit is required when the order is placed.

If you have any questions, please contact me at 910-571-6895 or email me at chip.bryant@dependabledockanddoor.com.

Together in success! Chip Bryant 910-571-6895 Cell 336-794-4987 Office



135 Salem Creek Rd., Winston Salem, NC 27103

Phone: (336)794-4987 Mobile: (910)571-6895

Fax: (336)794-4050

Chip.bryant@Dependabledockanddoor.com

General Contractor Service Quotation

Purchase Orders and Contracts are to be issued to Miner, Ltd. dba Dependable Dock & Door

Project Name:	Topsail Beach Fire Station #2 – Change Order #1	
QTY	Item Description	TOTAL
1	Change Order for Flood Vents in Door PanelsCharges include engineering and labor for cut-outs.	\$3,862.00

Approval
Print Name:
Signature:
By signing this agreement, you hereby agree that you have read and accepted all the terms on all pages of this agreement, together with all documents attached hereto.

Terms & Conditions

This quote and performance of services or delivery of products described herein is subject to the terms and conditions available at www.minercorp.com/quote-terms-and-conditions/ which are incorporated herein and may be amended by Miner, Ltd. dba Dependable Dock and Door Service ("Dependable Dock and Door") without notice. Customers' acceptance of the quote, by signature, email, through a third-party portal, requesting work described in the quote to be performed, or other means indicates acceptance of the terms and conditions.

Quotation prepared by: Chip Bryant

The quote includes Freight, Material and Labor. Conduit, wire and other electrical components are to be done by others!

There will be an added charge of 1.5% for any payments made with credit cards!

SAK Estimate/Bid

Prepared By: Emma SAKQ6456 Copyright © 2018 SAK Enterprises, Inc. All Rights Reserved. 2 of 5 Document Number: Unit Price Qty Description Ext. Price OPENING: Decon TLT 42" w x 78" h - Flood Protection Height: 76" STE-100 Stackable Aluminum Flood Barrier Sy Standard Mill Finish Positive Pressure Seating Face Mount Jambs The SAK model STE-100 Stackable Flood Barrier is a light weight economical design that can be integrated to protect openings on new construction projects or simply retrofitted to an existing structure. The STE-100 flexible design allows this system to be deployed in small openings like doorways, wide openings such as large store fronts and parking garage entries. STE-100 was designed to seal to smooth concrete. Optional sills are available on request.

The STE-100 wall frames and stackable barriers are made entirely from 6061-T6 Structural Aluminum. INCLUDED: All aluminum jambs and covers, sealants, and standard zinc coated steel hardware necessary for installation. SubTotal \$16,006.00 FLOOD VENTS: SAK Enterprises, can not hold pricing or Lead Times. At time of Order SAK Enterprises will verify Final Pricing and Lead Times. These items are not part of the PE Calculation Package as this is not a SAK Enterprises Product. Insulated Flood Vent Model: 1540-520 16.25" w x 8.25" h \$267.00 \$1,335.00 Frame Included Insulated Flood Vent \$534.00 \$3,738.00 Model: 1540-521 16.25" w x 16.375" h Frame Included Single Garage Door Flood Vent \$391.00 \$3,519.00 Model: 1540-524 16.25" w x 8.25" h Frame Included Estimate/Bid Price SubTotal \$8,592.00

SAK Revised Price

Prepared By: Emma

Document Number: SAKQ6868-02

Copyright © 2018 SAK Enterprises, Inc. All Rights Reserved. 3 of 5

Description		Unit Price	Qty	Ext. Price
OPTIONAL PRODUCTS: (Prices Not Included in	Total)			
Insulated Flood Vent - Garage Door (Tall) Model: 1540-574		\$385.00	18	\$6,930.00
Color: Gray 14.50" w x 8.50" h Frame Included (Optional)	Quantity 19			+\$385.00
Insulated Flood Vent - Overhead Garage Door (Wide) Model: 1540-524 Color: Black 16.25" w x 8.25" h Frame Included (Optional)		\$385.00	8	\$3,080.00
Insulated Flood Vent - Overhead Garage Door (Wide) Model: 1540-524		\$392.00	1	\$392.00
Color: Gray 16.25" w x 8.25" h Frame Included (Optional)	Revised Price		Tota	I \$10,787.0

Total Cost Increase: \$2195.00