



BOARD OF ALDERMEN AGENDA ITEM 02/11/2026

ISSUE: Budget Amendment 2026-26.37

PRESENTED BY: Wayne Johannessen, Finance Officer

DEPARTMENT(S): Fire Station #2 Fund - 50

Background: Fire Station #2 Fund 50 WB Brawley Change Order #11: is \$1,145.92 for Kitchen Soffit. 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 #11.

Attachments: Budget Amendment 2026-26.37 Fund 50, and WB Brawley Change Order #11

Recommendation: Approve Amendment as recommended

Action Needed: Yes

Suggested Motion: *"I, _____, make a motion to approve Budget Amendment 2026-26.37 as presented; to include the Change Order #11 for WB Brawley."*

Funds: 50

Follow Up: Finance Officer

ORDINANCE NO. 2026 -26.37
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	6,257,557	1,146	(1)	6,258,703
50-450-05 Environmental Testing (ECS)	66,823	-	-	66,823
50-450-07 Construction Administration (BM)	420,463	-	-	420,463
50-450-11 Contingency	54,969	(1,146)	(1)	53,823
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#11 is \$1,145.92 for Kitchen Soffit 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 #11.

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 11th Day of February 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
28460

CONTRACT INFORMATION:
Contract For: General Construction
Date: Marc 5, 2024

CHANGE ORDER INFORMATION:
Change Order Number: 11
Date: January 12, 2026

OWNER: (Name and address)
Town of North Topsail Beach
2008 Loggerhead Court
North Topsail Beach, North Carolina
28460

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 29: Kitchen Soffit

The original Contract Sum was

\$ 6,102,689.00

The net change by previously authorized Change Orders

\$ 154,867.90

The Contract Sum prior to this Change Order was

\$ 6,257,556.90

The Contract Sum will be increased by this Change Order in the amount of

\$ 1,145.92

The new Contract Sum including this Change Order will be

\$ 6,258,702.82

The Contract Time will be increased 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.

ARCHITECT (Firm name)

SIGNATURE

Ernest W. Olds, AIA/Vice President

PRINTED NAME AND TITLE

January 26, 2026

DATE

WB Brawley Company

CONTRACTOR (Firm name)

SIGNATURE

Matthew WH Ribakow

Brawley Project Manager

PRINTED NAME AND TITLE

01/26/2026

DATE

Town of North Topsail Beach

OWNER (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE

This Instrument has been preaudited in accordance with the North Carolina Local Government Budget and Fiscal Control Act 50-450-02 \$1,145.92

Wayne Johannessen
Finance Officer

January 27, 2026

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

Re: Proposed Change Order No. 11
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. 29 (Kitchen Soffit), 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.

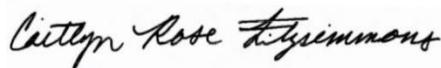
Summary:

Total Cost.....\$1,145.92
Time Extension.....none

See attached itemized documentation submitted by the General Contractor.

Respectfully Submitted,

BECKER MORGAN GROUP, INC.



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

Enc.: PCO No. 29 (Kitchen Soffit)

cc: Chief Chad Soward, w/enclosure
Debra Mack, w/enclosure
Wayne Johannessen, w/ enclosure

202102502_Derian_PCO29

BECKER MORGAN GROUP, INC.

3333 JAECLE 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

BRAWLEY

ICT SERVICES

CONSTRUCTION

INTERIOR DESIGN

To: Town of North Topsail Beach - Alice Derian
 Project: NTB Fire Station #2
 Project #: 2023342
 Contractor: WB Brawley Company

Date: 12/10/2025
 PCO #: 29
 Client Project #: A/E 2021025.02
 Contractor #: 2023342

Description of change:

Labor and material cost to provide soffit in kitchen above west wall counter to allow routing of plumbing vent pipe and decon exhaust fan duct line through kitchen and up to kitchen ceiling to avoid running instead through mezzanine at mezzanine stair case. The original path would create a potential clash with mezzanine stairs and stair path, and also increase the amount of exposed piping along the mezzanine wall. The additional coring through the CMU wall was done at no cost. This change was tentatively agreed to by BMG to allow rough in work to continue.

GC Materials (Attach list with Qty, Item, Unit \$, Unit mh, total mh, OT mh, Total \$)			SUBTOTALS
1 Total Direct Cost of Materials (Admin supplies and Technology Fee)		<u>\$0.00</u>	
2 Sales Tax (NC, New Hanover)	<u>7.00%</u>	<u>\$0.00</u>	
3 Shipping, Transportation, Fees		<u>\$0.00</u>	
4 Total for Materials & Shipping		<u>\$0.00</u>	
5 Overhead and Profit on Item 4	<u>15%</u>	<u>\$0.00</u>	
			<u>\$0.00</u>
GC Labor:			
6 Total Hours: Project Management	<u>2</u> MH/ <u>\$65.00</u> /HR	<u>\$130.00</u>	
7 Total Hours: Estimator + Admin	<u>2</u> MH/ <u>\$85.00</u> /HR	<u>\$170.00</u>	
8 Total Hours:	MH/ _____ /HR	<u>\$0.00</u>	
9 Total Manhours: Labor		<u>\$0.00</u>	
10 Payroll Taxes & Insurance	<u>45.0%</u>	<u>\$135.00</u>	
11 Total Labor + Burden		<u>\$435.00</u>	
12 Overhead and Profit on Item 11	<u>15.0%</u>	<u>\$65.25</u>	
			<u>\$500.25</u>
Equipment Rental: (Attach quotes)			
13 Equipment Rental (Includes 7.5% Sales Tax, Delivery Fees)		<u>\$0.00</u>	
14 Waste/Dump Fees		<u>\$0.00</u>	
15 Total for Equipment Rental		<u>\$0.00</u>	
16 Overhead and Profit	<u>15.0%</u>	<u>\$0.00</u>	
			<u>\$0.00</u>
Subcontractors: (Attach quotes with material and labor backup)			
17 D		<u>\$ 540.00</u>	
18 sub2		<u>\$ -</u>	
19 sub3		<u>\$ -</u>	
20 sub4		<u>\$ -</u>	
21 sub5		<u>\$ -</u>	
22 Profit and Overhead	<u>15.0%</u>	<u>\$ 81.00</u>	
23 Total			<u>\$ 621.00</u>
Subtotal Before Bonds and Insurance			\$ 1,121.25
GC Bonds and Insurance:			
24 Insurance		<u>1.10%</u>	<u>\$12.33</u>
25 Bonds		<u>1.10%</u>	<u>\$12.33</u>
Total: \$ 1,145.92			

Time Extension Request of: 0 day(s) is being requested for this change in scope of work.

Notice to Proceed Date: 3/5/2024

Original Contract Days to Complete: 365

Original Substantial Completion Date: 3/5/2025

Approved Additional Contract Days to Complete: 38

Approved Revised Total Contract Days to Complete: 403

Approved Revised Substantial Completion Date: 4/12/2025

Proposed Additional Contract Days to Complete: 0

Proposed Adjusted Substantial Completion Date: 4/12/2025

The Contractor agrees to perform the work outlined in this change proposal for the amount specified above and in accordance with the Contract documents if the work is authorized by the Owner.

Contractor's Signature: Matthew W. Brawley Matthew W. Brawley Project Manager

Date: 12/10/2025

Client Representative Approval: _____

Date: _____

RE: NTBFS2- Proposing Added Framing/Drywall at

From cpalmer div9inc.com <cpalmer@div9inc.com>

Date Wed 9/24/2025 2:45 PM

To Matt Ribakow <mrribakow@brawley.net>

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

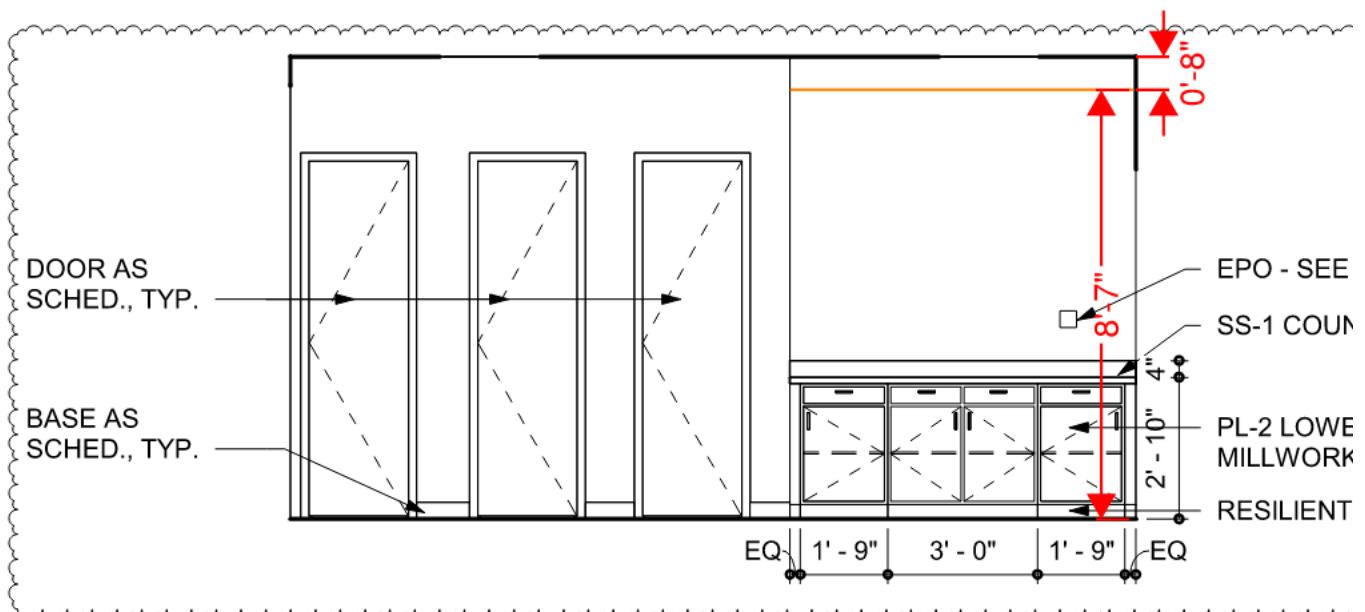
\$540.00 ADD

Curtis E. Palmer
Division 9 of the Carolina's Inc.
6336 Oleander Dr. Ste. 2
Wilmington, N.C. 28403
910-392-0882 Office
910-392-0896 Fax
910-367-8679 Mobile

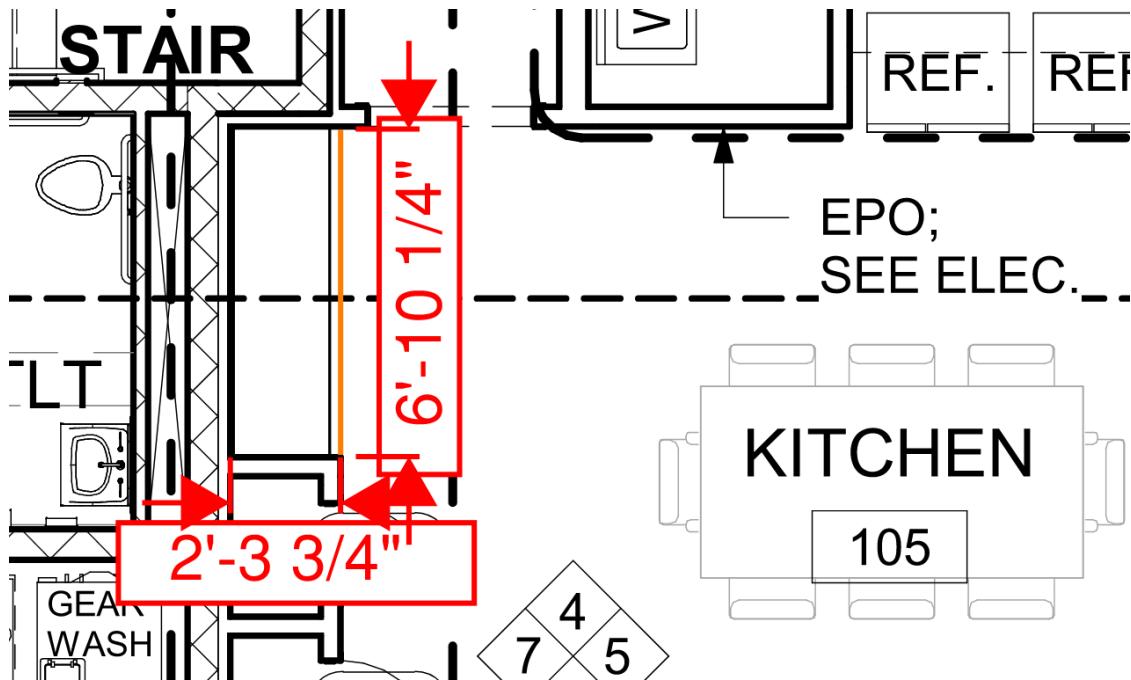
From: Matt Ribakow <mrribakow@brawley.net>
Sent: Wednesday, September 24, 2025 10:06 AM
To: cpalmer div9inc.com <cpalmer@div9inc.com>; Kenny Runyon <runch4466@gmail.com>
Cc: Hayden Ligon <hligon@brawley.net>
Subject: NTBFS2- Proposing Added Framing/Drywall at

Curtis-

We have a location where we think the architect/owner will prefer to have us add a soffit through the first floor to reroute two pipes - Can you please provide a quote for framing that and the changed drywall corners?



SCALE: 1/4" = 1'-0"



Thanks,
Matt

Matt Ribakow

Project Manager
Cell: 910-530-4657
BRAWLEY.NET

3314 Jaekle Dr. Unit 120
Wilmington, NC 28403

BRAWLEY
ICT SERVICES CONSTRUCTION INTERIOR DESIGN