

**SECTION 00 63 57 – CHANGE ORDER REQUEST FORM**

The Conditions of the Contract and applicable requirements of Division 01 govern this section.

This form shall be filled out and submitted to the Architect by the General Contractor for all Change Order requests and shall become an attachment to the Standard AIA Change Order document which will be used to modify the contract.

CE #01 - ASI 01 2/2/2026  
 Change Order Proposal Number Date

City of Port Lavaca City Hall Phase 4: Interior Renovations & Security Upgrades  
 Project Name

Lauger Companies, Inc.  
 General Contractor

RMA Architects  
 Architect

As per attached Quantity List(s) and Subcontractor Change Order Proposal(s), if applicable, the following breakdown of proposed costs for, ASI #01 received 2/2/2026

is as follows:

A.	1. Cost of Material & Supplies	\$	<u>50.00</u>
	2. Cost of Labor	\$	<u>360.00</u>
	3. Payroll Tax, Insurance & Fringe Benefit on Labor (Percentage of Line 2)	\$	<u>129.60</u>
	4. Cost of Transportation of Material (If Applicable)	\$	<u>0.00</u>
	5. Subtotal	\$	<u>539.60</u>
	6. 10% Overhead & Profit (Percentage of Line 5)	\$	<u>53.96</u>
	7. Subtotal	\$	<u>593.56</u>
B.	8. Total Cost for Subcontractor(s) (See attached Subcontractor Proposals)	\$	<u>1,494.00</u>
	9. 5% Overhead & Profit (Percentage of Line 8)	\$	<u>74.30</u>
	10. Subtotal of Lines 7, 8 & 9 (Part B – Lines 8, 9 & 10 not applicable, if no Subcontractor is involved)	\$	<u>2,161.86</u>
	11. Cost of Builder's Risk Insurance (Percentage of Line 10 or 7)	\$	<u>26.09</u>
	12. Cost of Performance & Payment Bonds (Percentage of Line 10 or 7)	\$	<u>42.04</u>
	<b>13. Total Value of Change Order Proposal</b>	<b>\$</b>	<b><u>2,230.00</u></b>

C. Request 0 Calendar Days be added to Contract Time for this Proposal

**END OF SECTION 00 63 57**



**Lauger Companies Inc.**  
 36 Enterprise Drive  
 Victoria, Texas 77905  
 P: 361-576-0003  
 F: 1-361-578-1626

**Project: 251000 - City of Pt Lavaca City Hall Master Plan Renovation**  
 202 N. Virginia St.  
 Port Lavaca, Texas 77979

## CHANGE EVENT #001 - ASI 01

**Origin:**

<b>Date Created:</b>	2/2/2026	<b>Created By:</b>	Reid Schiffbauer
<b>Status:</b>	Open	<b>Scope:</b>	Out of Scope
<b>Type:</b>	Owner Change	<b>Change Reason:</b>	Design Development

**Description:** Please see the attached pricing and backup documentation associated with ASI 01. Scope includes adding A103A opening to the project with a new hollow metal frame, plastic laminate door, and hardware set.

**Attachments:** [Phase 4 - Int Doors & Frames - ASI 001.pdf](#), [ASI 001.pdf](#)

### CHANGE EVENT LINE ITEMS

Budget Code	Vendor / Contract	UOM	Revenue					Cost					Over/Under	Budget Mod.			
			QTY	Unit Cost	ROM	Prime	PCO	Latest Price	QTY	Unit Cost	ROM	RFQ			Commit.	Non-Commit.	Latest Cost
99-99001.000.Subcontract Change Order #1.Subcontract	Victoria Builder Supply Company, Inc. PO.251000.08.VB	ls	1.0	\$1,494.00	\$1,494.00			\$1,494.00	1.0	\$1,494.00	\$1,494.00				\$1,494.00		
Description: Frame, Door, Hardware Material																	
99-99001.000.Subcontract Change Order #1.Subcontract	Lauger Companies Inc.	ls	1.0	\$539.60	\$539.60			\$539.60	1.0	\$539.60	\$539.60				\$539.60		
Description: Install Labor																	
99-99001.000.Subcontract Change Order #1.Subcontract	Lauger Companies Inc.	ls	1.0	\$74.30	\$74.30			\$74.30	1.0	\$74.30	\$74.30				\$74.30		
Description: Lauger OH&P - Subk																	
99-99001.000.Subcontract Change Order #1.Subcontract	Lauger Companies Inc.	ls	1.0	\$53.96	\$53.96			\$53.96	1.0	\$53.96	\$53.96				\$53.96		
Description: Lauger OH&P - Self Perform																	
99-99001.000.Subcontract	Lauger Companies Inc.	ls	1.0	\$26.09	\$26.09			\$26.09	1.0	\$26.09	\$26.09				\$26.09		

Budget Code	Vendor / Contract	UOM	Revenue					Cost					Over/ Under	Budget Mod.		
			QTY	Unit Cost	ROM	Prime	PCO	Latest Price	QTY	Unit Cost	ROM	RFQ			Commit.	Non-Commit.
Change Order #1.Subcontract																
Description: Lauger Builders Risk																
99-99001.000.Subcontract Change Order #1.Subcontract	Lauger Companies Inc.	ls	1.0	\$42.05	\$42.05		\$42.05	1.0	\$42.05	\$42.05				\$42.05		
Description: Lauger Bond																
<b>Grand Totals</b>					<b>\$2,230.00</b>	<b>\$0.00</b>	<b>\$2,230.00</b>			<b>\$2,230.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,230.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



Victoria Builder Supply Company Inc.  
 5301 John Stockbauer Dr, Victoria, Texas 77904  
 (361) 572-8929

Estimate 26340361  
 Job  
 Estimate Date 2/2/2026

**Billing Address**  
 All Bidders  
 5301 John Stockbauer Drive  
 Victoria, TX 77904 USA

**Job Address**  
 City of Port Lavaca  
 201 Virginia Street  
 Port Lavaca, TX 77979 USA

**Estimate Details**

Phase 4 - Int Doors & Frames - ASI 001: Added Door 103A with Frame and Hardware Set 2

Service #	Description	Quantity	Your Price	Your Total
HM WELD	Labor Charges: Welding HM Frames	1.00	\$75.00	\$75.00

**Materials**

Material	Description	Quantity	Your Price	Your Total
HM PFR41270	3070 x 5 3/4" LH Frame w/UNA: Doors A102, A103, A104	1.00	\$205.00	\$205.00
PLAM Custom	Plastic Laminate Doors, 3070, LH, CY Prep, Paint/Stained Edges, 20 min Fire Label, Standard Wilsonart Color *Premium will be upcharge*	1.00	\$520.00	\$520.00
CH Custom	Ives Std. Wt. Hinge, Ball Bearing, 4.5 x 4.5, US26D, Fire Rated	3.00	\$15.00	\$45.00
CH Custom	Falcon, Entry Dane Lever, SFIC, Less Core, Grade 1, UL, US26D	1.00	\$325.00	\$325.00
CH Custom	Schalge C Keyway, 6 Pin SFIC Core, US26D	1.00	\$30.00	\$30.00
CH Custom	LCN Closer, Light Duty, Grade 1, Extra Duty Arm, Parallel Arm, Aluminum, LCN1250-EDA-AL	1.00	\$290.00	\$290.00
CH CRWB26 US32D	Concave Wall Bumper US32D	1.00	\$4.00	\$4.00

Potential Savings \$0.00

**Sub-Total** \$1,494.00

~~Tax~~ ~~\$123.26~~

**Total** \$1,617.26

Thank you for choosing Victoria Builder Supply Company Inc.

Victoria Builder Supply Company Inc. has furnished this estimate based on the specifications provided by All Bidders and/or their representative. It is the customer's responsibility to review the contents of this estimate for accuracy and notify Victoria Builder Supply Company Inc. of any errors. It is also the customer's responsibility to notify Victoria Builder Supply Company Inc. of any changes to the specifications. Any revisions may require a estimate revision and/or a change in price.



Self-Perform Estimate  
ASI #01

Scope	Labor	Material	Equipment	Totals
Install Frame	\$ 150.00	\$ 25.00	\$ -	\$ 175.00
Install Door & Hardware	\$ 210.00	\$ 25.00	\$ -	\$ 235.00
Labor Burden				36% \$ 129.60
Subtotal				\$ 539.60
OH&P			10%	\$ 53.96
Self-Perform Change Order Total				\$ 593.56

ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS

To: Reid Schiffbauer  
Lauger Construction

From: Billy Berger

Project: City of Port Lavaca – City Hall Master Plan – Phase 4

ASI#: 001

Date: February 2, 2026



02/02/2026

*The work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents. Proceeding with the work in accordance with these instructions indicates your acknowledgment that there will be no change in the contract sum or contract time. If changes in the contract sum or contract time are warranted, the general contractor shall submit a change order request for review and approval prior to commencement of the work unless otherwise noted below.*

DRAWINGS

Revision Drawings:

1. Revised Architectural drawings A1.1 and A1.3 showing additional door added between OFFICE 103 and OFFICE 102. Door to receive HARDWARE SET 02 as indicated in Section 08 70 00 of the project specifications

ATTACHMENTS:

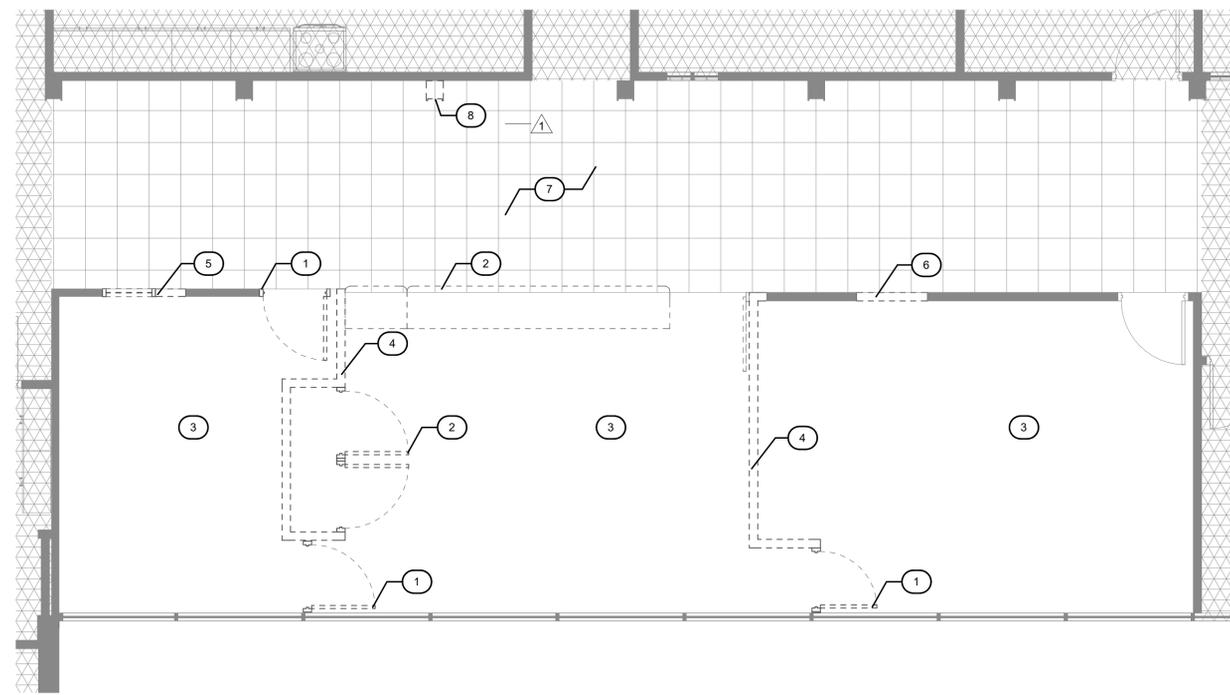
Drawings:

A1.1 – DEMO PLAN, FLOOR PLAN, AND WINDOW ELEVATIONS

A1.3 – DOOR SCHEDULE & DETAILS

END OF ASI NUMBER 001

Issued by:  
Billy Berger AIA,



**DEMOLITION LEGEND**

- EXISTING WALLS TO REMAIN
- EXISTING DOORS TO REMAIN
- EXISTING TO BE REMOVED (REFER DEMOLITION PLANS)
- DEMOLITION KEYNOTE

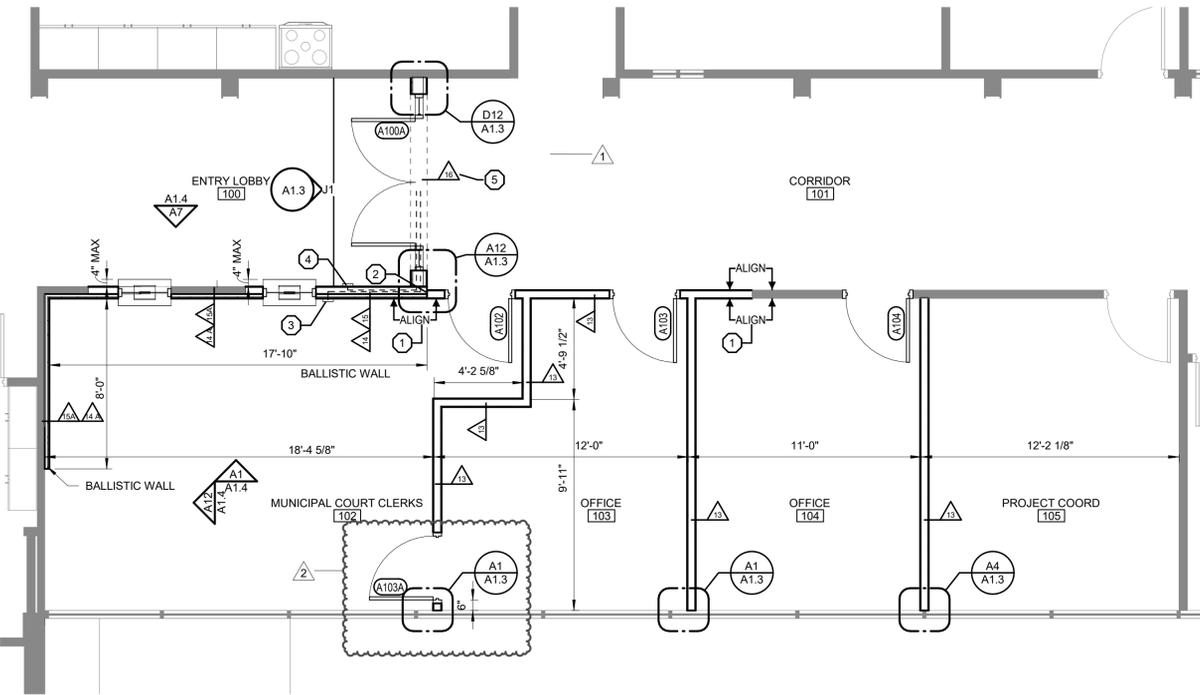
**HATCH LEGEND**

- AREA OF NO DEMOLITION

**DEMOLITION KEYNOTES**

#	Description
1	REMOVE EXISTING DOOR, DOOR FRAME, AND HARDWARE. PATCH AND REPAIR REMAINING ADJACENT SURFACES AS REQUIRED FOR INSTALLATION OF NEW WALL INFILL.
2	REMOVE EXISTING MILLWORK, CABINETS, COUNTER TOPS, HARDWARE, AND ASSOCIATED TRIM. PATCH AND REPAIR ADJACENT SURFACES AS REQUIRED FOR FOR INSTALLATION OF NEW WALL ASSEMBLY AND FINISHES.
3	REMOVE EXISTING FLOOR FINISH DOWN TO STRUCTURAL CONCRETE. PREP EXISTING CONCRETE FLOOR FOR FLOOR LEVELING COMPOUND AND INSTALLATION OF NEW FLOOR FINISH.
4	REMOVE EXISTING WALL IN ITS ENTIRETY. REFER TO MEP FOR RELOCATION OF ELECTRICAL DEVICES FROM EXISTING WALL TO NEW WALL. PREP ADJACENT SURFACES FOR INSTALLATION OF NEW WALLS AND FINISHES.
5	REMOVE EXISTING TRANSACTION WINDOW AND PORTIONS OF EXISTING WALL. PREP ADJACENT SURFACES FOR INSTALLATION OF NEW BALLISTIC TRANSACTION WINDOW.
6	REMOVE PORTION OF EXISTING WALL. PATCH, REPAIR AND PREP ADJACENT SURFACES AS REQUIRED FOR INSTALLATION OF NEW DOOR AND HARDWARE.
7	EXISTING FLOOR TILE TO REMAIN. PROTECT AS REQUIRED DURING CONSTRUCTION ANY DAMAGE TO EXISTING TILE WILL BE REPAIRED OR REPLACED AT GENERAL CONTRACTORS EXPENSE
8	REMOVE FINISHED WOOD COLUMN WRAP AND WOOD/METAL STUD FRAMING AROUND COLUMN. RETURN FINISHED WOOD PANELS TO OWNER. PATCH, REPAIR AND PREP ADJACENT SURFACES FOR INSTALLATION OF NEW COLUMN FURRING.

**G1 DEMOLITION FLOOR PLAN**  
1/4" = 1'-0"



**CONSTRUCTION LEGEND**

- EXISTING WALLS TO REMAIN
- EXISTING DOORS TO REMAIN
- AREA OF NO ARCHITECTURAL WORK

**PLAN KEYNOTES**

1. ALIGN NEW WALL FINISH ON BOTH SIDES WITH EXISTING WALL FINISH.
2. THE END OF THE BALLISTIC WALL FINISH WITH THE BACKSIDE OF THE NEW HEADER OVER THE NEW BALLISTIC STOREFRONT. THE NON-BALLISTIC WALL SHALL ALIGN WITH THE BALLISTIC WALL ON THE OFFICE SIDE AND ALIGN WITH THE BALLISTIC HEADER ON THE CORRIDOR SIDE
3. WALL MOUNTED PUSH BUTTON, BOX AND CONDUIT IN WALL SET AT 36" A.F.F. ROUTE CONDUIT TO ABOVE NEW BALLISTIC STOREFRONT DOOR HEADER FOR ACCESS CONTROL BY OWNER
4. BOX AND CONDUIT IN WALL SET AT 48" A.F.F. FOR ACCESS CONTROL CARD READER. ROUTE CONDUIT TO ABOVE NEW BALLISTIC STOREFRONT DOOR HEADER FOR ACCESS CONTROL BY OWNER
5. WALL TYPE 16 ABOVE BALLISTIC STOREFRONT SYSTEM

**A1 FLOOR PLAN**  
1/4" = 1'-0"

FIRE RESISTIVE BLANKET INSUL IN UL425 (1-HR WALL) OR 3 1/2" SOUND ATTENUATION BATT

**WALL TYPE 13:**  
3-5/8" 20GA STL STUDS AT 16" O.C. - 20 GA STL STUDS AT 12" O.C. AT WALLS TO RECEIVE TILE;

**WALL TYPE 16:**  
6" 20GA STL STUDS AT 16" O.C. - 20 GA STL STUDS AT 12" O.C. AT WALLS TO RECEIVE TILE;

ONE LAYER 5/8" TYPE X GYP BD EACH SIDE  
TYPE "A": GYP BD ONE SIDE ONLY

UL No U425 (1-HR) - AT LOADBEARING  
UL No U465 (1-HR) - AT NON-LOADBEARING

WP1200 (STC 40 MIN, NON-LOADBEARING) W/O SOUND ATTENUATION BATT  
WP1072 (STC 45 MIN, NON-LOADBEARING) W/ SOUND ATTENUATION BATT

**INTERIOR WALL**

FIRE RESISTIVE BLANKET INSUL IN UL425 (1-HR WALL) OR 3 1/2" SOUND ATTENUATION BATT

**WALL TYPE 14:**  
3-5/8" 20 GA STL STUDS AT 16" O.C. - 20 GA STL STUDS AT 12" O.C. AT WALLS TO RECEIVE TILE.

**WALL TYPE 14A:**  
INSTALL Z-FURRINGS, ONE LAYER 1/2" TYPE X GYP BOARD, AND ONE LAYER 5/8" TYPE X GYP BOARD ON EXISTING MTL OR WOOD WALL STUDS

ONE LAYER 5/8" TYPE X GYP BD  
1" Z-FURRING ATTACHED TO EACH EXISTING STUD  
ONE LAYER 1/2" TYPE X GYP BOARD

UL No U425 (1-HR) - AT LOADBEARING  
UL No U465 (1-HR) - AT NON-LOADBEARING

WP1200 (STC 40 MIN, NON-LOADBEARING) W/O SOUND ATTENUATION BATT  
WP1072 (STC 45 MIN, NON-LOADBEARING) W/ SOUND ATTENUATION BATT

**INTERIOR WALL**

FIRE RESISTIVE BLANKET INSUL IN UL425 (1-HR WALL) OR 3 1/2" SOUND ATTENUATION BATT

**WALL TYPE 15:**  
3-5/8" 20 GA STL STUDS AT 16" O.C. - 20 GA STL STUDS AT 12" O.C. AT WALLS TO RECEIVE TILE.

**WALL TYPE 15A:**  
INSTALL Z-FURRINGS, FIBERGLASS WALL PANELS, AND ONE LAYER 5/8" TYPE X GYP BOARD ON EXISTING MTL OR WOOD WALL STUDS

ONE LAYER 5/8" TYPE X GYP BD  
ONE LAYER 1/2" LVL 3 BALLISTIC FIBERGLASS WALL PANEL  
1" Z-FURRING ATTACHED TO EACH EXISTING STUD

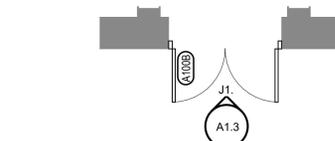
UL No U425 (1-HR) - AT LOADBEARING  
UL No U465 (1-HR) - AT NON-LOADBEARING

WP1200 (STC 40 MIN, NON-LOADBEARING) W/O SOUND ATTENUATION BATT  
WP1072 (STC 45 MIN, NON-LOADBEARING) W/ SOUND ATTENUATION BATT

**INTERIOR WALL**

**C13 WALL TYPES**

1" = 1'-0"

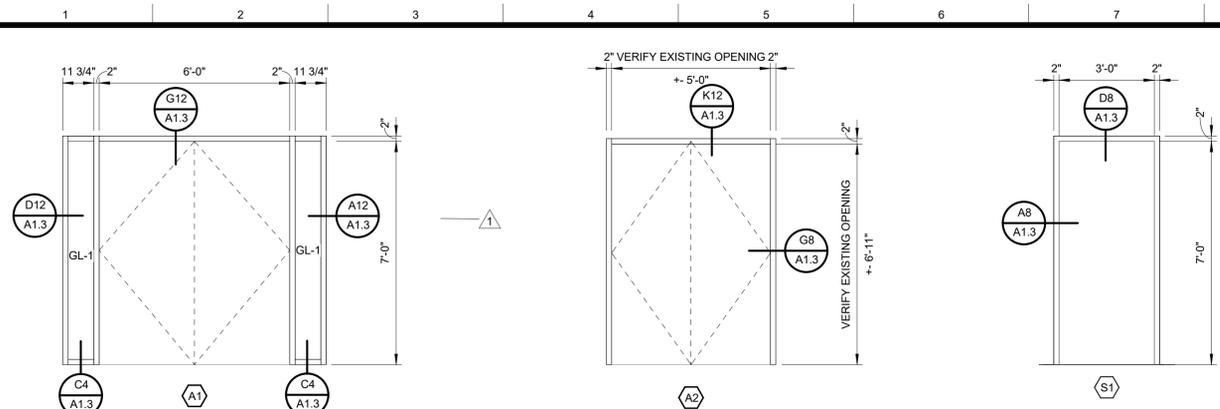


**NOTE:**  
INVESTIGATE EXISTING WALL CONSTRUCTION, AND REMOVE PORTIONS OF EXISTING WALL AND WOOD PANELING AND TRIM AS REQUIRED FOR INSTALLATION OF DOOR, ELECTRIFIED HARDWARE, AND DOOR ACCESS CONTROL CONDUIT AND BOXES. SELECTIVE DEMOLITION WILL BE REQUIRED. CONTRACTOR SHALL PATCH AND REPAIR ALL ADJACENT SURFACES AFTER ACCESS CONTROL INSTALLATION. NO SURFACE MOUNTED CONDUIT, BOXES, DEVICES ETC. WILL BE ALLOWED UNLESS APPROVED BY OWNER AND ARCHITECT

**A13 ENLARGED DOOR PLAN**  
1/4" = 1'-0"



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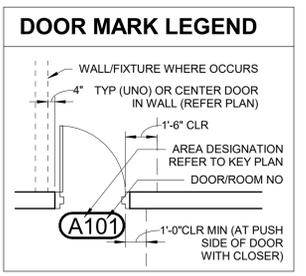


**J1 ALUMINUM STOREFRONT FRAMING**  
 3/8" = 1'-0"

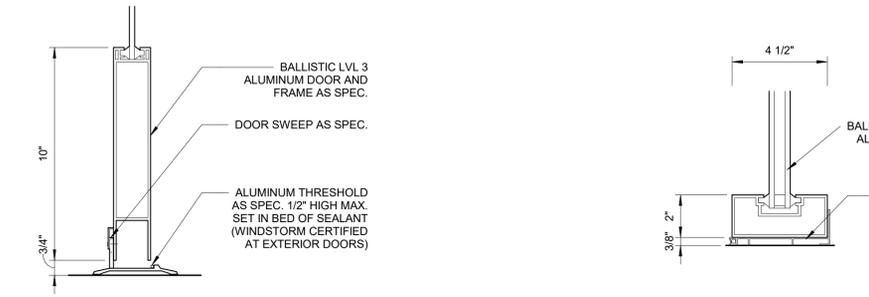
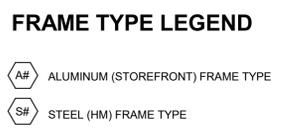
**J6 FRAME TYPES**  
 3/8" = 1'-0"

**J8 DOOR TYPES**  
 1/4" = 1'-0"

DOOR NUMBER	DOOR TYPE	FIRE RATING	DOOR			FRAME		DETAILS			REMARKS	
			WIDTH	HEIGHT	THICKNESS	MATERIAL	GLAZING	TYPE	MATERIAL	HEAD		JAMB
A100A	FGIR		6'-0"	7'-0"	2"	ALUM	GL-1	A2	ALUM	G12/A1.3	A12 & D12/A1.3	ACCESS CONTROL
A100B	FGIR		5'-0"	6'-11"	2"	ALUM	GL-1	A2	ALUM	K12/A1.3	G8/A1.3	ACCESS CONTROL
A102	F	20 min	3'-0"	7'-0"	1 3/4"	WD	NA	S1	STL	D8/A1.3	A8/A1.3	LAMINATE CLAD
A103	F	20 min	3'-0"	7'-0"	1 3/4"	WD	NA	S1	STL	D8/A1.3	A8/A1.3	LAMINATE CLAD
A103A	F	20 min	3'-0"	7'-0"	1 3/4"	WD	NA	S1	STL	D8/A1.3	A8/A1.3	LAMINATE CLAD
Grand total: 6												

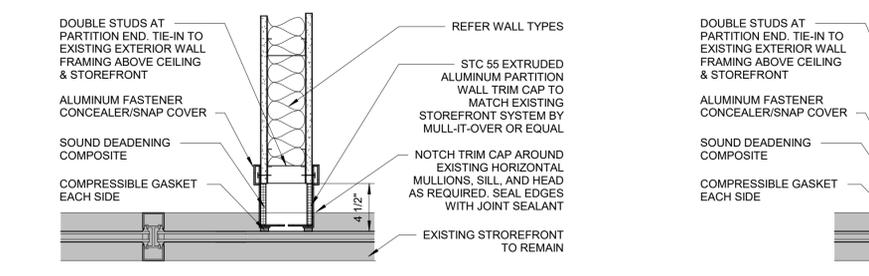


- DOOR NOTES:**
- INTERIOR THRESHOLDS SHOULD NOT EXCEED 1/2" IN HEIGHT AND SHALL BE BEVELED WITH A SLOPE NO GREATER THAN 1:2.
  - DOOR HANDLES, PULLS, LATCHES, LOCKS AND OTHER OPERATING DEVICES ON DOORS SHALL BE MOUNTED AT 3'-6" A.F.F. AND SHALL HAVE A SHAPE THAT IS EASY TO GRASP WITH ONE HAND AND DOESN'T REQUIRE TIGHT GRASPING OR PINCHING, OR SEVERE TWISTING TO OPERATE.
  - THE FORCE REQUIRED TO ACTIVATE DOOR HARDWARE AND OPEN DOORS SHOULD BE NO GREATER THAN 5 LBF FOR INTERIOR DOORS.
  - DOORS TO HAZARDOUS AREAS SUCH AS LOADING PLATFORMS, BOILER ROOMS, MECHANICAL AND ELECTRICAL ROOMS AND OTHER AREAS THAT MIGHT BE DANGEROUS TO A BLIND PERSON SHALL BE MADE IDENTIFIABLE TO THE TOUCH BY A TEXTURED SURFACE ON THE DOOR HANDLE OR OTHER DOOR OPERATING HARDWARE.
  - THE SWEEP PERIOD ON ANY DOORS WITH CLOSERS SHOULD BE ADJUSTED SO THAT FROM ANY OPEN POSITION OF 70 DEGREES THE DOOR WILL TAKE AT LEAST 3 SECONDS TO MOVE TO A POINT 3" FROM THE LATCH, MEASURED FROM THE LEADING EDGE OF THE DOOR.
  - ADJUST CUT-OFF AT BOTTOM OF ANY EXTERIOR HOLLOW METEL DOORS WITH HANDICAP ACCESSIBLE THRESHOLDS TO INSURE THAT THERE IS NO GAP BETWEEN THE BOTTOM OF THE DOOR AND THE TOP OF THRESHOLD SEAT.
  - ALL DOORS SHALL MEET T.A.S. REQUIREMENTS FOR CLEARANCES, HARDWARE, ETC.



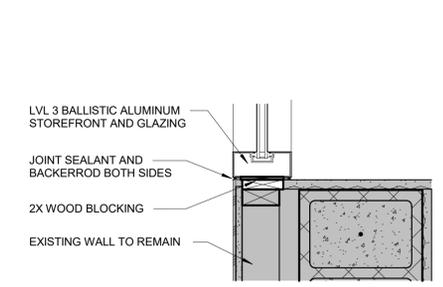
**C1 ALUM DOOR THRESHOLD DETAIL**  
 3" = 1'-0"

**C4 ALUM SILL DETAIL**  
 3" = 1'-0"

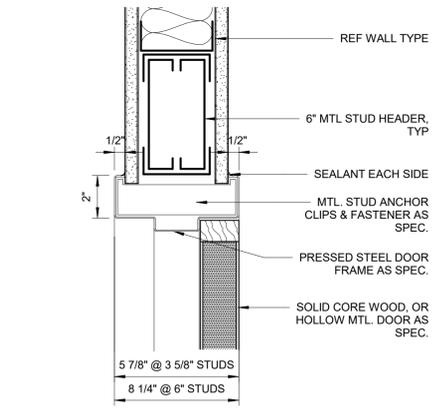


**A1 PARTITION WALL TO GLAZING TRIM DETAIL**  
 1 1/2" = 1'-0"

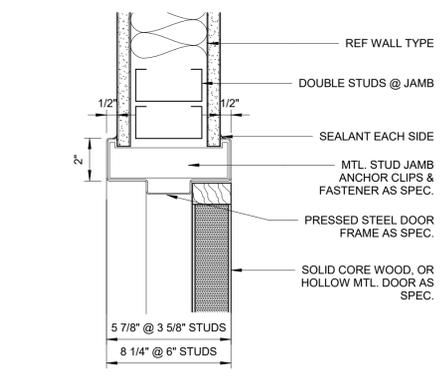
**A4 PARTITION WALL TO GLAZING TRIM DETAIL**  
 1 1/2" = 1'-0"



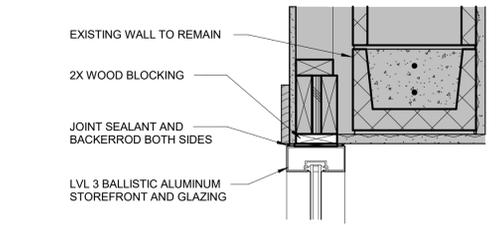
**G8 BALLISTIC STOREFRONT JAMB DETAIL**  
 1 1/2" = 1'-0"



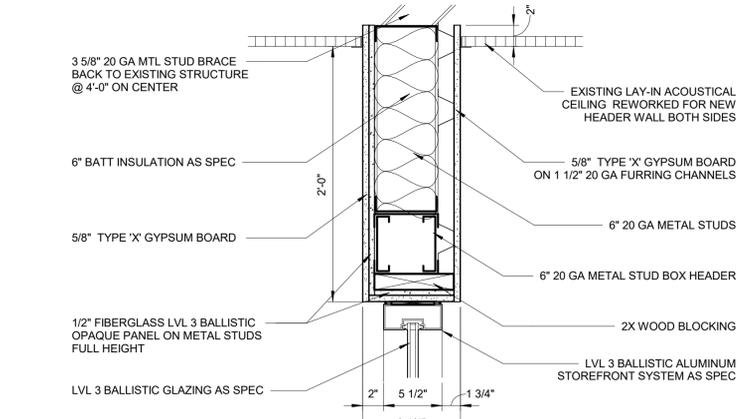
**D8 PRESSED STEEL HEAD DETAIL**  
 3" = 1'-0"



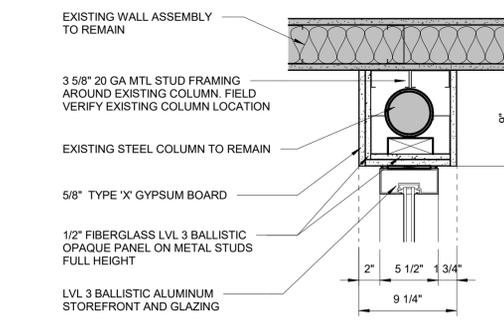
**A8 PRESSED STEEL JAMB DETAIL**  
 3" = 1'-0"



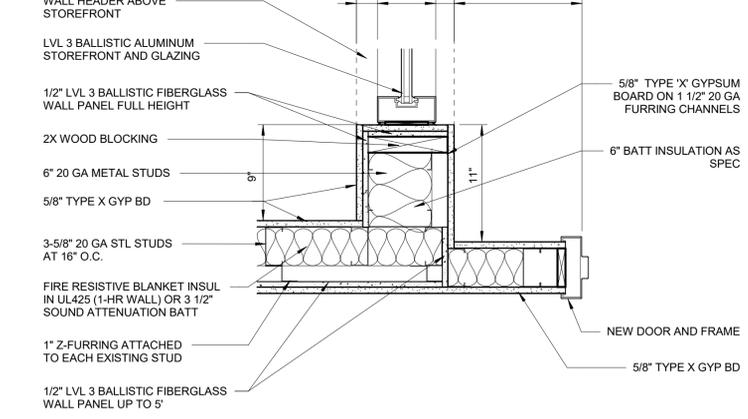
**K12 BALLISTIC STOREFRONT HEAD DETAIL**  
 1 1/2" = 1'-0"



**G12 WINDOW HEAD DETAIL**  
 1 1/2" = 1'-0"



**D12 BALLISTIC STOREFRONT JAMB DETAIL**  
 1 1/2" = 1'-0"



**A12 BALLISTIC STOREFRONT JAMB DETAIL**  
 1 1/2" = 1'-0"