



# AIA® Document G701® – 2017

## Change Order

**PROJECT:** (Name and address)  
West Monroe Indoor Sports Complex  
West Monroe, Louisiana

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: September 27, 2021

**CHANGE ORDER INFORMATION:**  
Change Order Number: 004  
Date: August 3, 2023

**OWNER:** (Name and address)  
City of West Monroe  
2305 North 7<sup>th</sup> Street  
West Monroe, LA 71291

**ARCHITECT:** (Name and address)  
Tim M. Brandon, Architect, APC  
103 Cypress Street  
West Monroe, LA 71291

**CONTRACTOR:** (Name and address)  
Lincoln Builders of Ruston, Inc.  
P.O. Box 400  
Ruston, LA 71273-0400

### 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.)

- OCOP#25 - June 2023 Weather Days = \$0 / 8 days
- OCOP#26 - Pickleball Court Striping = \$4,692 / 0 days
- OCOP#27 - July 2023 Weather Days = \$0 / 5 days
- OCOP#28 - HVAC Equipment Delay = \$0 / 54 days
- OCOP#29 - Framing at Lobby Stairs = \$1,427 / 0 days

The original Guaranteed Maximum Price was	\$ 23,461,741.00
The net change by previously authorized Change Orders	\$ 355,636.00
The Guaranteed Maximum Price prior to this Change Order was	\$ 23,817,377.00
The Guaranteed Maximum Price will be increased by this Change Order in the amount of	\$ 6,119
The new Guaranteed Maximum Price including this Change Order will be	\$ 23,823,496.00

The Contract Time will be increased by sixty seven (67) days.

The new date of Substantial Completion will be January 10, 2024

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.

Tim M. Brandon, Architect, APC

ARCHITECT (Firm name)

  
SIGNATURE

Tim Brandon

PRINTED NAME AND TITLE

  
DATE

Lincoln Builders of Ruston, Inc.

CONTRACTOR (Firm name)

  
SIGNATURE

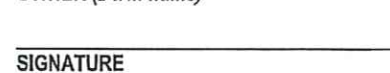
West Bayne, Vice President

PRINTED NAME AND TITLE

  
DATE

City of West Monroe

OWNER (Firm name)

  
SIGNATURE

Staci Albritton Mitchell, Mayor

PRINTED NAME AND TITLE

  
DATE



# Owner Change Order Proposal SUMMARY

OCOP # 25  
Date: 7/3/2023

Project Name: West Monroe Sports Complex

Description of Work: Weather days for the month of June 2023

General Contractor Direct Costs - Breakdown No. NA \$ -

(See attached breakdown)

Total General Contractor Cost 15 %

## Subcontractor Cost Breakdowns

(See attached.)

Subcontractor Name	A Total Direct Cost	B OH&P  15 %	C Total A+(A X B)
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	

Subcontractor Total Cost

General Contractor OH&P at 5 %

Total Subcontractor Costs

Change Order Subtotal

Performance and Payment Bond at 0.60 %

Amount will be ☐ increased ☐ decreased ☒ unchanged by

Days will be ☒ increased ☐ decreased ☐ unchanged by 8

# WEATHER DATA FOR MONTH OF JUNE 2023

## WEST MONROE SPORTS COMPLEX

Month Starts on: Thursday      Total Weather Days this Month = 14      Total Weather Days allowed per specs = 6      Total Weather Days Life-of-Project = 111  
 Total Precipitation this Month = 2.54      Total Weather Days requested for contract extension = 8      Total Weather Day Extensions req'd Life-of-Project = 44

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Precip. Total:																															
in.																															
Dry out																															
Precipitation																															
Temperature																															
Wind																															
Lost work due to:																															
Precipitation																															
Temperature																															
Wind																															
Precip. Total:																															
in.																															
Dry out																															
Precipitation																															
Temperature																															
Wind																															
Lost work due to:																															
Precipitation																															
Temperature																															
Wind																															

Notes/Comments: The rain cycles had a severe impact on progress of the paving this month. We spent the entire month trying to get ready to install the soil cement only to be rained out every time we got a proof roll to pass after drying out the site from a previous rain. We need about two weeks of no rain. We almost had everything ready to go at the end of the month, and then we received too much rain on a Monday morning that was detrimental to progress. We had a total of 14 days of lost progress due to rain this month. As a result, we are requesting an additional 8 days to be added to the substantial completion date.



# Owner Change Order Proposal SUMMARY

OCOP # 26  
Date: 7/13/2023

Project Name: West Monroe Sports Complex

Description of Work: Stripe (4) full pickleball courts and 2"x2" tic marks for (8) pickleball courts - (12) tics per court - (96) tic marks total as requested by owner.

General Contractor Direct Costs - Breakdown No. NA \$ -

(See attached breakdown)

Total General Contractor Cost 15 %

## Subcontractor Cost Breakdowns

(See attached.)

Subcontractor Name	A Total Direct Cost	B OH&P	C Total A+(A X B)
Covington	\$ 4,270.00	10 %	\$4,697.00
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	

Subcontractor Total Cost \$4,697.00

General Contractor OH&P at 5 % \$235.00

Total Subcontractor Costs \$4,932.00

Change Order Subtotal \$4,932.00

Performance and Payment Bond at 0.60 % \$30.00

Amount will be ☒ increased ☐ decreased ☐ unchanged by \$4,962.00

Days will be ☐ increased ☐ decreased ☒ unchanged by





## CHANGE ORDER REQUEST

205-328-2330

[www.covington.com](http://www.covington.com)

## BILL

TO: LINCOLN BUILDERS, INC.  
11567 MERCANTILE DRIVE  
BATON ROUGE LA 70809

WORK PICKLEBALL COURTS  
DONE 875 CONSTITUTION DRIVE  
AT: WEST MONROE, LA 71291

PHONE 225 706 5038 CUST# 50875

JOB NO.	CUST ORDER#	TERMS	REQUEST NUMBER	DATE
22222 -503	2114WM-019	NET DUE	503	7/11/23

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
STRIPE FOUR (4) FULL PICKLEBALL COURTS - COLOR TAN			
PAINT ON 2" X 2" SQUARE TIC MARKS FOR EIGHT (8) PICKLEBALL COURTS - 12 TICS PER COURT - (96) 2" X 2" SQUARE TIC MARKS IN TOTAL - COLOR TAN			
NOTE - TIC MARKS REQUIRE TAPING OUT OF FULL COURT FOR PLACEMENT LOCATIONS			
PER INCLUDED LAYOUT			
12.00	PICKLEBALL MATERIAL (PAINT, TAPE, ROLLERS, ETC..)	LS 730.00	730.00
	PICKLEBALL LABOR	295.00EA	3,540.00
			<hr/> 4,270.00
OVERHEAD			<hr/> 427.00
SUBTOTAL			4,697.00
C/O REQUEST TOTAL			<b>\$4,697.00</b>

\*\*COVINGTON IS REQUESTING A  
CHANGE ORDER IN THE AMOUNT  
BILLED\*\*

Mailing Address:  
P. O. Box 19968  
Birmingham, Alabama 35219

Shipping Address:  
709 1st Avenue North  
Birmingham, Alabama 35203



# Owner Change Order Proposal SUMMARY

OCOP # 27  
Date: 8/1/2023

Project Name: West Monroe Sports Complex

Description of Work: July 2023 weather delays

General Contractor Direct Costs - Breakdown No. NA \$ -

(See attached breakdown)

Total General Contractor Cost 15 %

## Subcontractor Cost Breakdowns

(See attached.)

Subcontractor Name	A Total Direct Cost	B OH&P  15 %	C Total A+(A X B)
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	

Subcontractor Total Cost

General Contractor OH&P at 5 %

Total Subcontractor Costs

Change Order Subtotal

Performance and Payment Bond at 0.60 %

Amount will be ☐ increased ☐ decreased ☒ unchanged by

Days will be ☒ increased ☐ decreased ☐ unchanged by 5

**Total Weather Days Life-of-Project = 122**  
**Total Weather Day Extensions reas't'd Life-of-Project = 49**

**Notes/Comments:** We were able to get a small break in the rain the second half of July. This allowed us to get most of the soil cement installed, but rain still caused delays this month, particularly at the beginning. We had a total of 11 days of impact to critical work due to weather. As a result, we are requesting an additional 5 days to be added to the substantial completion date.



# Owner Change Order Proposal SUMMARY

OCOP # 28  
Date: 8/2/2023

Project Name: West Monroe Sports Complex

Description of Work: Delivery delay for PU-1A and PU-1B

General Contractor Direct Costs - Breakdown No. NA \$ -

(See attached breakdown)

Total General Contractor Cost 15 %

## Subcontractor Cost Breakdowns

(See attached.)

Subcontractor Name	A Total Direct Cost	B OH&P	C Total A+(A X B)
		15 %	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	

Subcontractor Total Cost

General Contractor OH&P at 5 %

Total Subcontractor Costs

Change Order Subtotal

Performance and Payment Bond at 0.60 %

Amount will be ☐ increased ☐ decreased ☒ unchanged by

Days will be ☒ increased ☐ decreased ☐ unchanged by 54





**LINCOLN**  
BUILDERS, INC.

THE POWER OF INTEGRITY.

Lincoln Builders of Ruston, Inc.  
PO Box 400  
Ruston, LA 71273

8/2/23

West Monroe Sports – HVAC Material Delay

**On 11/8/22, Lincoln Builders was made aware of a significant delay in the expected delivery of the two HVAC units that serve the main gym, PU-1A and PU-1B. Immediately upon learning of this delay, Lincoln notified the Architect of the delay and its impact on the project schedule. We have continued to provide updates on this delay during each owner meeting.**

**At the time, we had scheduled to start these units up on 5/4/23 to allow the building to acclimate to reduce humidity in the slab and to allow the wood floor materials to stabilize before installation. This would have required the units to be on site no later than 4/6/23. The April 6, 2023 date allowed 11 months for delivery as we had released the order before the contract was even signed to try to avoid any potential issues with delivery. However, the units did not make it to the site until 8/2/23, a delay to the original schedule of 118 days.**

**We currently have submitted time extensions for weather and additional work totaling 64 days. These days run concurrently with the delay caused by the HVAC units delay. This leaves a total of 54 days of delay that we are due for the delay of the equipment.**

**With the information outlined above we are submitting a request for 54 days to be added to the substantial completion date due to unforeseen equipment delivery delays that are beyond our control and are required for the critical path work. This will make the new substantial completion date December 27, 2023.**

**Although we are making this request per the terms of the contract, it is still our full intent to continue pushing the project to complete as soon as possible.**

Sincerely,

West Bayne,  
Vice President



# Owner Change Order Proposal SUMMARY

OCOP # 29  
Date: 8/2/2023

Project Name: West Monroe Sports Complex

Description of Work: Install framing, drywall, and paint under bottom landing of the stairs at the lobby as directed by the fire marshal.

General Contractor Direct Costs - Breakdown No. NA \$ -  
(See attached breakdown)

Total General Contractor Cost 15 %

## Subcontractor Cost Breakdowns (See attached.)

Subcontractor Name	A Total Direct Cost	B OH&P	C Total A+(A X B)
Joe Banks	\$ 1,173.91	15 %	\$1,350.00
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	

Subcontractor Total Cost \$1,350.00

General Contractor OH&P at 5 % \$68.00

Total Subcontractor Costs \$1,418.00

Change Order Subtotal \$1,418.00

Performance and Payment Bond at 0.60 % \$9.00

Amount will be ☒ increased ☐ decreased ☐ unchanged by \$1,427.00

Days will be ☐ increased ☐ decreased ☒ unchanged by



# JOE BANKS

DRYWALL & ACOUSTICS, INC.

**JOB NAME:** West Monroe Sports Complex

**DATE:** August 1, 2023

**LOCATION:** Monroe, La.

**ARCHITECT:** TBA

To: Lincoln Builders

**Framing & Sheetrock Around Bottom of Stair Platform in Lobby**

Att: West Bayne

Items not specifically listed are not included. **Proposal is submitted for acceptance within 14 days of date of said proposal. If commitment to Joe Banks Drywall and Acoustics is not made within the 14-day time frame, JBD&A reserves the right to not enter into a contract due to volatility of market conditions for both labor and materials and or reserves the right to adjust pricing based upon current market conditions.**

It is agreed that if this job has been estimated from plans and the building is constructed larger than the plans show, this Contractor will be paid for the extra footage. All contracts are based on A1A forms.

WE PROPOSE TO FURNISH THE NECESSARY LABOR, MATERIALS AND EQUIPMENT TO INSTALL THE FOLLOWING PHASES OF WORK IN THE ABOVE-NAMED BUILDING. WE ACKNOWLEDGE 0 ADENDUMS

**Includes: Framing & Sheetrock Around Bottom Stair Platform in Lobby**

- |   |                   |
|---|-------------------|
| 1. Add Metal Studs & One Layer of Sheetrock |                   |
| 2. Total Added Cost                         | <b>\$1,350.00</b> |

**Note: Prices Good For 14 Days of Bid Due to Material Increases**