ST. CHARLES PARISH

OFFICE OF THE COUNCIL SECRETARY

P.O. BOX 302 • HAHNVILLE, LOUISIANA 70057
(985) 783-5125 • www.stcharlesparish.gov

COUNCIL OFFICE MEMORANDUM

DATE: DECEMBER 23, 2025

TO: MR. BOB MESSERLY
FACILITIES MANAGER

FROM: MICHELLE IMPASTATO
COUNCIL SECRETARY

RE: CHANGE ORDER NO. 1
EDWARD A. DUFRESNE COMMUNITY CENTER CHILLER REPLACEMENT/UPGRADE
(PROJECT NO. GB240701)

On December 15, 2025, the St. Charles Parish Council adopted Ordinance No. 25-12-5 approving and authorizing the execution of Change Order No. 1 for the Edward A. Dufresne Community Center Chiller Replacement/Upgrade (Project No. GB240701), to decrease the contract amount by $30,990.93.

A fully executed ordinance and change order have been recorded. A copy of the recorded ordinance and two (2) original change orders are enclosed for your records.

MI/mr

Enclosures

cc: [1]Parish Council
Ms. Samantha de Castro w/enclosure
Mr. Darrin Duhe w/enclosure
Mr. Corey Oubre w/enclosure
Mr. Grant Dussom w/enclosure
ARC Mechanical Contractors, Inc. w/original enclosure
Huseman & Associates, LLC w/original enclosure

[1] Council Dept. retained 1 original for file; 1 original filed in COC (2)

2025-0356

INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT (GENERAL GOVERNMENT BUILDINGS)

ORDINANCE NO. 25-12-5

An ordinance approving and authorizing the execution of Change Order No. 1 for the Edward A. Dufresne Community Center Chiller Replacement/Upgrade (Project No. GB240701), to decrease the contract amount by $30,990.93.

WHEREAS, Ordinance No. 24-7-16 adopted on July 22, 2024, by the St. Charles Parish Council, approved and authorized the execution of a Professional Services Agreement with Huseman & Associates, L.L.C., to perform engineering services for the Edward A. Dufresne Community Center Chiller Replacement/Upgrade (Project No. GB240701), in the not to exceed amount of $58,420.00; and,

WHEREAS, Ordinance No. 25-4-8 adopted on April 21, 2025, by the St. Charles Parish Council, approved and authorized the execution of a Contract with ARC Mechanical Contractors, Inc. for the Edward A. Dufresne Community Center Chiller Replacement/Upgrade (Project No. GB240701), in the amount of $1,007,800.00; and,

WHEREAS, St. Charles Parish and ARC Mechanical Contractors, Inc. have mutually agreed to decrease the contract amount of $30,990.93.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That Change Order No. 1 for the Edward A. Dufresne Community Center Chiller Replacement/Upgrade (Project No. GB240701), to decrease the contract amount by $30,990.93 is hereby approved and accepted.

SECTION II. That the Parish President is hereby authorized to execute said Change Order on behalf of St. Charles Parish.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: MOBLEY, FONSECA, WILSON, SKIBA, PILIE, COMARDELLE, O'DANIELS, FISHER, DEBRULER
NAYS: NONE
ABSENT: NONE

And the ordinance was declared adopted this 15th day of December, 2025, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: Holly Fonseca
SECRETARY: Michelle Impastato
DLVD/PARISH PRESIDENT: December 16, 2025
APPROVED : ✓ DISAPPROVED:
PARISH PRESIDENT: Matthew Jewell
RETD/SECRETARY: December 19, 2025
AT: 8:45 am RECD BY:

RECORDED IN THE ST. CHARLES PARISH CLERK OF COURT OFFICE
ON 12/22/2025
AS INSTRUMENT NO. 493358
IN MORTGAGE/CONVEYANCE/OATH BOOK

SECTION 00806

CHANGE ORDER

No. 01 (Final)

DATE OF ISSUANCE: November 13, 2025 EFFECTIVE DATE: November 13, 2025

OWNER: ST. Charles Parish
CONTRACTOR:ARC Mechanical Contractors, Inc.
Contract: SCP - Edward A. Dufresne Community Center Chiller Replacement/Upgrade
Project: Edward A. Dufresne Community Center Chiller Replacement/Upgrade
OWNER's Contract No.: GB240701 ENGINEER's Contract No.:2401502
ENGINEER: Huseman & Associates, LLC.

You are directed to make the following changes in the Contract Documents:
Description: *See attached example on how to fill in this information*

1. Revise the Following Work Item Quantities:
    a. Contract Item #1: Credit for Scope revisions related to RFI #01 and revised S103 dated 8/13/2025. Piles reduced from (13) piles to (7) piles and reduction in concrete scope. Drill and epoxy new fence post anchor bolts at existing slab pockets. Additional days for delays
    The quantity is to be changed to *define quantity and units. (-$30,990.93)*

Reason for Change Order: List a reason for each Line Item listed above. *See attached example on how to fill in this information*

1. Revise Work Item Quantities
    a. Concrete and piles scope of work was reduced due to location of existing underground pipe to allow for better access for future repairs as needed.

Attachments: (List documents supporting change)
Work Change Directive #01

CHANGE IN CONTRACT PRICE:
Original Contract Price $1,007,800.00
Net Increase (Decrease) from previous Change Orders No. -- to --: $ 0.00
Contract Price prior to this Change Order: $1,007,800.00
Net ~~increase~~ (decrease) of this Change Order: $30,990.93
Contract Price with all approved Change Orders: $976,809.07

CHANGE IN CONTRACT TIMES:
Original Contract Times: Substantial Completion: _____ Ready for final payment: _____ (days or dates)
Net change from previous Change Orders No. ___ to No. ___: Substantial Completion: _____ Ready for final payment: _____ (days)
Contract Times prior to this Change Order: Substantial Completion: _____ Ready for final payment: _____ (days or dates)
Net increase (decrease) this Change Order: Substantial Completion: _____ Ready for final payment: _____ (days)
Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for final payment: _____ (days or dates)

RECOMMENDED:	APPROVED:	ACCEPTED:
By: _____	By: Matt Jarvell	By: _____
ENGINEER (Authorized Signature)	OWNER (Authorized Signature)	CONTRACTOR(Authorized Signature)
Date: 11-14-2025	Date: 12-17-25	Date: 11/18/2025

SECTION 00805

WORK CHANGE DIRECTIVE

No. 1

DATE OF ISSUANCE: 08/21/2025 EFFECTIVE DATE: 08/21/2025
Owner: St. Charles Parish
Contractor: ARC Mechanical Contractors Inc.
Contract: SCP - Edward A. Dufresne Community Center Chiller Replacement/Upgrade
Project: Edward A. Dufresne Community Center Chiller Replacement/Upgrade
Owner's Contract No.: GB240701 Engineer's Contract No.: 2401502
ENGINEER: Huseman & Associates, LLC.

Contractor is directed to proceed promptly with the following change(s):
Description: Credit for scope revisions related to RFI #01 and revised S103 dated 8/13/2025. Piles reduced from (13) piles to (7) piles and reduction in concrete scope. Drill and epoxy new fence post anchor bolts at existing slab pockets. Additional days for delays.

Attachments: (List documents supporting change) RFI No. PCO #01REV-Credit

Purpose for Work Change Directive:
Directive to proceed promptly with the Work described herein, prior to agreeing to changes on Contract Price and Contract Time, is issued due to: *(check one)*

- ☐ Non-agreement on pricing of proposed change.
- ☒ Necessity to proceed for schedule or other project reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):
Contract Price: $30,990.93 [~~increase~~] [decrease]
Contract Time 0 days [~~increase~~] [~~decrease~~]

Basis of estimated change in Contract Price:

- ☐ Lump Sum
- ☐ Unit Price
- ☒ Cost of the Work
- ☐ Other

Recommended:	Limited Authorization By*:	Received:
By: TEDDO GOMEZ, P.E.	By: Matt Jewell	By: Scott Oestreicher
Engineer (Authorized Signature)	Owner's Representative*	Contractor (Authorized Signature)
Title: Sr. Mechanical Engineer	Title: Parish President	Title: Vice President of Operations
Date: 08-21-2025	Date: 8/28/25	Date: 8-27-2025

*Owner's Representative is not authorized to finalize a Change Order nor does the Work Change Directive substitute the Change Order process as more fully set out in the General Conditions of the Construction Contract.

Approved by Funding Agency (if applicable)

By: Date:

Title:

Construction Contract Change Order
SUMMARY

RFI No: (or COR, CPR, etc.) PCO #01REV1-Credit
Date: 25-Aug-25

Project No. GB240701
Project Name: SCP - Dufresne Community Center Chiller Replacement

Contractor Name: ARC Mechanical Contractors, Inc.

Description of Work: Credit for for Scope Revisions related to RFI#01 and Revised S103 Dated 8/13/2025.
Piles reduced from (13) piles to (7) piles and reduction in concrete scope. Drill & epoxy new fence post anchor bolts at existing slab pockets. Additional days for delays.

General Contractor Direct Costs - Breakdown No. 1 $2,994.84
(See attached breakdown)

Total General Contractor Cost 15 % $3,444.07
(General Contract Direct Cost plus OH&P) (Max: 15%)

Subcontractor Cost Breakdowns
(See attached.)

Subcontractor Name	Breakdown No.	A Total Direct Cost	B OH&P (Max 15%)	C Total A+(A X B)
Arnold Boudreaux Concrete, LLC.		$ (25,435.00)	%	-$25,435.00
Osborne Contractors, LLC.		$ (9,000.00)	%	-$9,000.00
			%	
			%	
			%	
			%	
			%	
			%	
			%	
			%	

Subcontractor Direct Costs Total $ (34,435.00)
(Sum column A)

Subcontractor Direct Costs + Subcontractor OH&P -$34,435.00
(Sum column C)

General Contractor OH&P on Subcontractor Direct Cost at % (Max: 10%)
(Sum column A times General Contractor OH&P rate.)

Total Subcontractor Costs -$34,435.00
(Subcontractor Direct Costs + OH&P + General Contractor OH&P)

Change Order Subtotal -$30,990.93
(Sum of Total General Contractor Costs and Total Subcontractor Costs)

Performance and Payment Bond at %
(Change Order Subtotal times Performance and Payment Bond rate)

Amount will be ☐ increased ■ decreased ☐ unchanged by -$30,990.93
(Sum of Change Order Subtotal and Performance and Payment Bond)

Days will be ☐ increased ☐ decreased ■ unchanged by
(Attach supporting data such as meteorological reports)

Construction Contract Change Order
BREAKDOWN

RFI No. (or COR, CPR, etc.) PCO #01REV1-Credit

Project No.: GB240701 Date: 25-Aug-25

Project Name: SCP - Dufresne Community Center Chiller Replacement

Contractor/Subcontractor Name: ARC Mechanical Contractors, Inc.

Direct Cost of Work :

A. Labor	Check here if explained on the Comment Sheet	Hourly Wage Rate	Hours	Total Cost
1 Project Manager	☐	71.20	2	$142.40
2 Journeyman	☐	63.58	16	$1,017.28
3 Apprentice	☐	49.26	16	$788.16
4	☐			
5	☐			
6	☐			
7	☐			
	Add Labor Burden @		%	
	Add Fringe @		%	
	LABOR TOTAL			$1,947.84

B. Material		Unit Price	Unit	Units	Total Cost
1 Hilti HY200 Epoxy	☐	87.25	each	12	$1,047.00
2	☐				
3	☐				
4	☐				
5	☐				
6	☐				
7	☐				
(Copies of invoices may be required.)	Add Tax @			%	
	MATERIAL TOTAL				$1,047.00

C. Equipment		Unit Rate	Unit	Units	Total Cost
1	☐				
2	☐				
3	☐				
4	☐				
5	☐				
6	☐				
7	☐				
(Copies of invoices may be required.)	Add Tax @			%	
	EQUIPMENT TOTAL				

TOTAL DIRECT COST FOR THIS BREAKDOWN: $2,994.84

(Sum A, B & C)

Construction Contract Change Order
BREAKDOWN

RFI No. (or COR, CPR, etc.) | PCO #01 Credit

Project No.: GB240701 | Date: 25-Aug-25

Project Name: SCP - Dufresne Community Center Chiller Replacement

Contractor/Subcontractor Name: Arnold Boudreaux Concrete

Direct Cost of Work :

A. Labor

		Check here if explained on the Comment Sheet	Costs	Units	Total Cost
1	Foreman	☐	(38.00)	80	-$3,040.00
2	Concrete Finisher	☐	(29.00)	80	-$2,320.00
3	Concrete Finisher	☐	(29.00)	80	-$2,320.00
4	Concrete Finisher	☐	(29.00)	80	-$2,320.00
5		☐			
6		☐			
7		☐			
		Add Labor Burden @		%	
		Add Fringe @		%	
		LABOR TOTAL			-$10,000.00

B. Material

			Unit Price	Unit	Units	Total Cost
1	Sandfill	☐	(500.00)	lot	1	-$500.00
2	Concrete	☐	(4,000.00)	lot	1	-$4,000.00
3	Form Materials	☐	(2,000.00)	lot	1	-$2,000.00
4	Metal stay form	☐	(935.00)	lot	1	-$935.00
5	Styrofoam Fill	☐	(2,000.00)	lot	1	-$2,000.00
6		☐				
7		☐				
	(Copies of invoices may be required.)		Add Tax @		%	
			MATERIAL TOTAL			-$9,435.00

C. Equipment

			Unit Rate	Unit	Units	Total Cost
1	Pumps	☐	(1,500.00)	wk	2.00	-$3,000.00
2	Machinery	☐	(1,500.00)	wk	2	-$3,000.00
3		☐				
4		☐				
5		☐				
6		☐				
7		☐				
	(Copies of invoices may be required.)		Add Tax @		%	
			EQUIPMENT TOTAL			-$6,000.00

TOTAL DIRECT COST FOR THIS BREAKDOWN: -$25,435.00

(Sum A, B & C)

Construction Contract Change Order
BREAKDOWN

RFI No. (or COR, CPR, etc.) PCO #01-REV1 Credit

Project No.: GB240701 Date: 25-Aug-25

Project Name: SCP - Dufresne Community Center Chiller Replacement

Contractor/Subcontractor Name: Osborne Contractors, LLC.

Direct Cost of Work :

A. Labor Check here if explained on the Comment Sheet

		↓	Costs	Units	Total Cost
1	Labor Deduct per Pile	☐	(1,500.00)	6	-$9,000.00
2		☐			
3		☐			
4		☐			
5		☐			
6		☐			
7		☐			

Add Labor Burden @ ____ %

Add Fringe @ ____ %

LABOR TOTAL -$9,000.00

B. Material

		Unit Price	Unit	Units	Total Cost
1	☐				
2	☐				
3	☐				
4	☐				
5	☐				
6	☐				
7	☐				

(Copies of invoices may be required.)

Add Tax @ ____ %

MATERIAL TOTAL

C. Equipment

		Unit Rate	Unit	Units	Total Cost
1	☐				
2	☐				
3	☐				
4	☐				
5	☐				
6	☐				
7	☐				

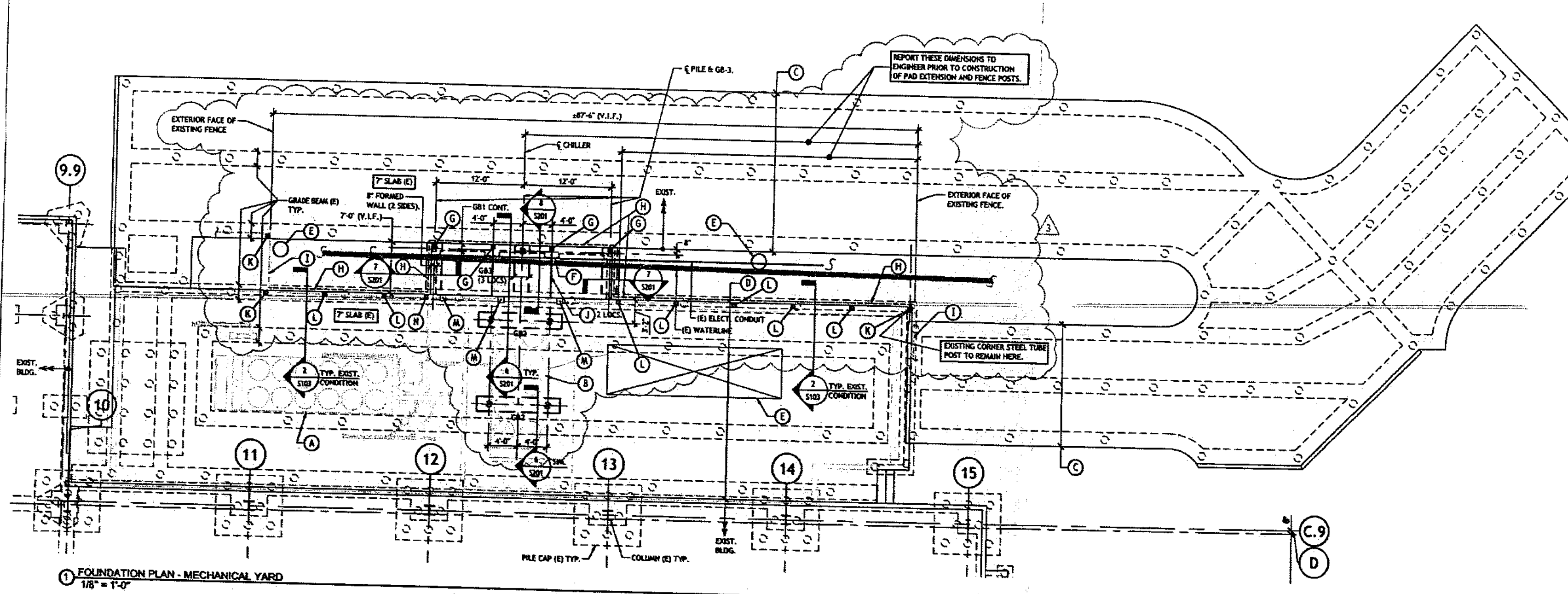
(Copies of invoices may be required.)

Add Tax @ ____ %

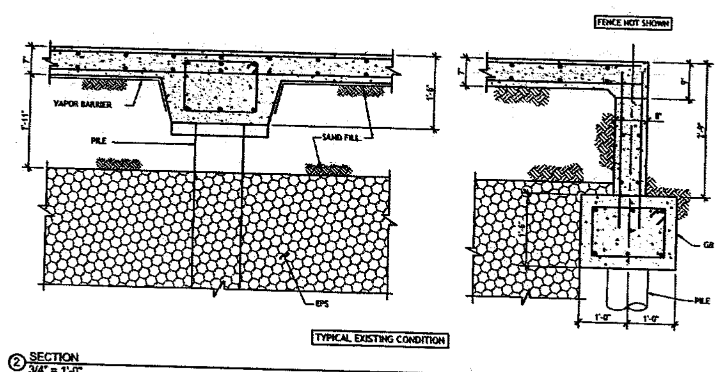
EQUIPMENT TOTAL

TOTAL DIRECT COST FOR THIS BREAKDOWN: -$9,000.00

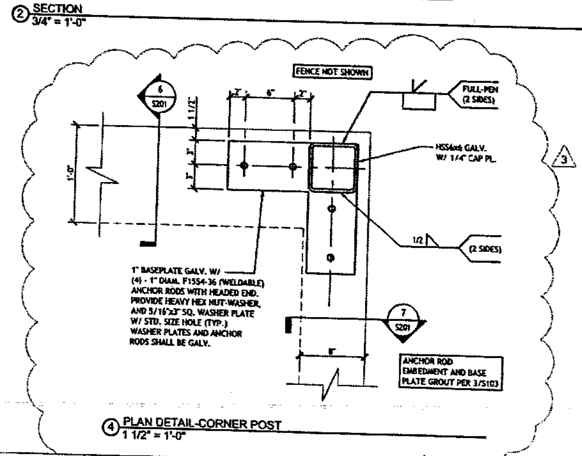
(Sum A, B & C)



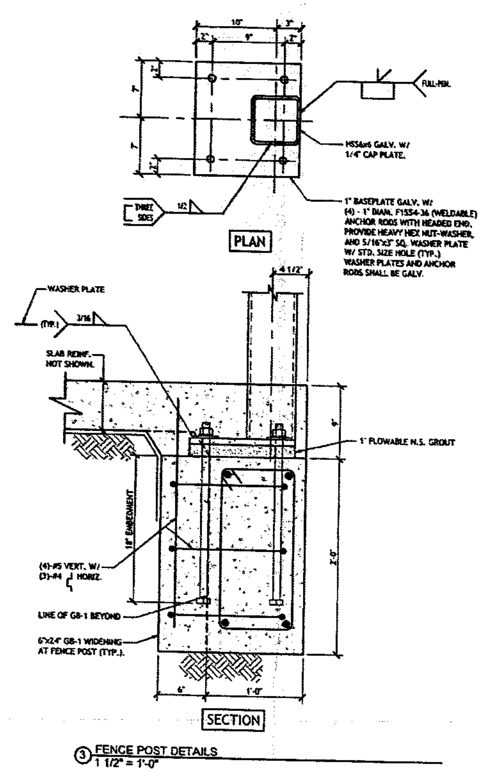
1 FOUNDATION PLAN - MECHANICAL YARD
1/8" = 1'-0"



2 SECTION
3/4" = 1'-0"



4 PLAN DETAIL-CORNER POST
1 1/2" = 1'-0"



3 FENCE POST DETAILS
1 1/2" = 1'-0"

FOUNDATION PLAN - MECHANICAL YARD LEGEND/NOTES	
MARK	DESCRIPTION
V.I.F.	VERIFY-IN-FIELD
(E)	EXISTING (V.I.F.)
◌	EXISTING CLASS B TREATED TIMBER PILE.
⊗	JOB PILE (REF. GEN. NOTES & SPECS.)
(A)	CH-1 REPLACEMENT CHILLER (15,400 LBS)
(B)	CH-2 REDUNDANT CHILLER (15,400 LBS)
(C)	EXISTING PILE-SUPPORTED CONCRETE DRIVEWAY.
(D)	EXISTING PILE SUPPORTED MECHANICAL YARD.
(E)	EXISTING LIGHT STANDARD FOUNDATION. FIELD VERIFY LOCATION AND REPORT TO ENGINEER IN A DIMENSIONED FORMAT. AT LEAST 2 WEEKS PRIOR TO MOBILIZATION OF PILE INSTALLATION EQUIPMENT, LOCATE ALL UNDERGROUND ELECTRICAL CONDUITS ASSOCIATED WITH THESE LIGHTPOLES. SUBMIT CONDUIT LOCATIONS IN A DIMENSIONED FORMAT TO ENGINEER FOR REVIEW.
(F)	GB-1 WIDENING AT FENCE POST PER 3/S103 (TYP.).
(G)	HSS6x6x3/8 GALV. FENCE POST PER 3/S103 AND 4/S103.
(H)	NEW CONT. METAL PANEL FENCE. REFER TO GENERAL NOTES AND DETAILS.
(I)	EXIST. METAL PANEL FENCE AND STEEL TUBE POSTS TO REMAIN. NOT ALL EXISTING TUBE POSTS TO REMAIN ARE SHOWN.
(J)	3/8" WIDE x 2" DEEP TOOLED JOINT AT SLAB. FILL JOINT WITH PAVEMENT SEALANT.
PROTECT EXISTING PILE SUPPORTED CONSTRUCTION (DRIVEWAY AND MECH. PAD) FROM DAMAGE CAUSED BY CONSTRUCTION OPERATIONS, INCLUDING NEW PILE DRIVING INSTALLATION AND EQUIPMENT. REFER TO SPECIFICATIONS FOR ADDITIONAL INFORMATION.	
ALL DEMO'D MATERIALS SHALL BE REMOVED FROM THE PROJECT SITE.	
VERIFY CLEARANCE OF NEW JOB PILES FROM EXISTING UTILITIES.	
(K)	EXISTING HSS6x6 FENCE POST TO REMAIN (NOT ALL SHOWN).
(L)	HSS6x6x3/8 GALV. FENCE POST AT EXISTING SLAB POCKET. BASEPLATE, N.S. GROUT, WASHER PLS., AND POSITION FROM EDGE OF SLAB PER 3/S103. ANCHOR RODS SHALL BE A36 GALV. ALL-THREAD (HILTI HY200 ADHESIVE W/ 12" EMBEDMENT). FILL POCKET SOLID W/ CONCRETE AFTER POST INSTALLATION.
(M)	INFILL EXISTING SLAB POCKET SOLID W/ CONCRETE.
(N)	PROVIDE 1" DEEP SURFACE SAWCUTS TO CHIP OUT A SLAB POCKET SIMILAR TO EXISTING POCKETS. HSS6x6x3/8 GALV. FENCE POST W/ BASE PLATE, N.S. GROUT, WASHER PLS., AND POSITION FROM EDGE OF SLAB PER 3/S103. ANCHOR RODS SHALL BE A36 GALV. ALL-THREAD (HILTI HY200 ADHESIVE W/ 12" EMBEDMENT). FILL POCKET SOLID W/ CONCRETE AFTER POST INSTALLATION.

GRADE BEAM SCHEDULE

MARK	SIZE		REINFORCEMENT			STIRRUPS	REMARKS
	W	D	TOP CONT.	TOP @ SUPPORT	BOT. CONT.		
GB1	12	24	2 - #7	—	2 - #7	#3 @ 6" o.c. CLOSED STIRRUPS	
GB2	24	18	3 - #7	—	3 - #9	#4 @ 6" o.c.	
GB3	24	18	3 - #7	—	3 - #7	#4 @ 6" o.c.	

SCP - EDWARD DUFRESNE COMMUNITY CENTER
CHILLER REPLACEMENT
274 Judge Edward Dufresne Parkway, Luling, LA 70070

HUSEMAN & Associates
Consulting Engineers
MECHANICAL · ELECTRICAL · PLUMBING · FIRE PROTECTION
3501 N. CAUSEWAY BLVD.
SUITE 710, METAIRIE, LA 70002
504.456.3119

Job No. ______ Designed By ______
Drawn By ______ Checked By ______

ISSUE DATE

DATE	ISSUED BY	USE RESTRICTION
10.07.2024	JSE	PROGRESS SET
01.08.2025	JSE	PERMIT SET

REVISIONS

DATE	BY	DESCRIPTION
03.10.2025	JSE	2 ADDENDUM #2
08.13.2025	JSE	3 UTILITIES

☐ PROGRESS PRINT
NOT FOR CONSTRUCTION

☒ PERMIT PRINT

DATE

DATE

STATE OF LOUISIANA · JOHN ... · REGISTERED PROFESSIONAL ENGINEER IN CIVIL ENGINEERING

SHEET TITLE
ENLARGED PLAN - MECHANICAL YARD

SHEET
S103