



St. Charles Parish Clerk of Court
P.O. Box 424
Hahnville, LA 70057

Phone (985) 783-6632

25-8-4
2025-0201

Lance Marino
Clerk of Court
Parish of St. Charles

Instrument Number: 490571

Book/Index: MOB

Document Type: CONTRACT CHANGE ORDER

Recording Date: 08/08/2025 11:08 AM CDT

Grantor 1: SOUTHERN SITE SERVICES LLC

Grantee 1:

THIS PAGE IS RECORDED AS PART OF YOUR DOCUMENT AND
SHOULD BE RETAINED WITH ANY COPIES.

THE ATTACHED DOCUMENT IS A **CERTIFIED TRUE AND CORRECT COPY** THAT WAS
RECORDED ON THE DATE AND TIME LISTED ABOVE AND CERTIFIED ON THE SAME.



Leah Kirby

Leah Kirby, Deputy Clerk

2025-0201

**INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT
(DEPARTMENT OF PARKS AND RECREATION)**

ORDINANCE NO. 25-8-4

An ordinance approving and authorizing the execution of Change Order No. 1 (Final) for the St. Charles Parish Parks and Recreation Bethune Park Renovations (Project No. RECBP523), to decrease the contract amount by \$500.00 and increase the contract time by 84 days.

WHEREAS, on May 25, 2023, St. Charles Parish entered into a Professional Services Agreement with Murray Architects, Inc., for the design and construction management for the St. Charles Parish Parks and Recreation Bethune Park Renovations (Project No. RECBP523), in the not to exceed amount of \$19,950.00; and,

WHEREAS, Ordinance No. 24-6-18 adopted on June 17, 2024, by the St. Charles Parish Council, approved and authorized the execution of a Contract with Southern Sites Services, LLC, for the St. Charles Parish Parks and Recreation Bethune Park Renovations, (Project No. RECBP523), in the amount of \$683,221.20; and,

WHEREAS, Change Order No. 1 (Final) will decrease the contract amount by \$500.00 and increase the contract time by 84 days.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That Change Order No. 1 (Final) for the St. Charles Parish Parks and Recreation Bethune Park Renovations (Project No. RECBP523), to decrease the contract amount by \$500.00 and increase the contract time by 84 days is hereby approved and accepted.

SECTION II. That the Parish President is hereby authorized to execute the 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, O'DANIELS, FISHER
NAYS: NONE
ABSENT: COMARDELLE, DEBRULER

And the ordinance was declared adopted this 4th day of August, 2025, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: Holly Fonseca
SECRETARY: Michelle Depastato
DLVD/PARISH PRESIDENT: August 5, 2025
APPROVED: ✓ DISAPPROVED:

PARISH PRESIDENT: Matthew Jewell
RETD/SECRETARY: August 7, 2025
AT: 3:16 PM RECD BY: [Signature]

CERTIFIED TRUE & CORRECT AS PER
MINUTES DATED 8/4/2025

Michelle Depastato
SECRETARY
ST. CHARLES PARISH COUNCIL

SECTION 00806

CHANGE ORDER

No. 1

DATE OF ISSUANCE February 24, 2025

EFFECTIVE DATE February 24, 2025

Owner: St. Charles Parish

Contractor: Southern Site Services, LLC

Contract: St. Charles Parish Parks and Recreation Bethune Park Renovations

Project: St. Charles Parish Parks and Recreation Bethune Park Renovations

Owner's Contract No.: RECBP523 Architect's Contract No.: _____

ARCHITECT: Murray Architects, Inc.

You are directed to make the following changes in the Contract Documents:

Description: *See attached example on how to fill in this information*

1. Delete the Following Work Items:

- a. Credit Relocation of Infrastructure

Delete item in its entirety. (-\$ 20,000.00)

Total of Deducted Items = (-\$20,000.00)

2. Add the Following Work Items:

- a. Work Change Directive No. 1

Addition of \$ 9,400.00 (L.S.).

- b. Additional Foul Ball Poles/Paint Pollards

Addition of \$10,100.00 (L.S.).

Total of Added Work Items = (+\$19,500.00)

3. Revise the Following Work Item Quantities – Not Applicable

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

1. Deleted Work Items

- a. Credit Relocation of Infrastructure

2. Add Work Items

- a. Owner Requested Changes

Attachments: (List documents supporting change)

Work Change Directive #1

Southern Site Services Estimate

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CHANGE IN CONTRACT PRICE:
Original Contract Price \$683,221.20
Net Increase (Decrease) from previous Change Orders No. ___ to ___: \$0.00
Contract Price prior to this Change Order: \$683,221.20
Net decrease of this Change Order: \$500.00
Contract Price with all approved Change Orders: \$682,721.20

CHANGE IN CONTRACT TIMES:
Original Contract Times: Substantial Completion: December 5, 2024 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: 150 days Ready for final payment: _____ (days or dates)
Net increase this Change Order: Substantial Completion: 84 Days Ready for final payment: _____ (days)
Contract Times with all approved Change Orders: Substantial Completion: February 27, 2025 Ready for final payment: _____ (days or dates)

RECOMMENDED:

By: [Signature]
ARCHITECT (Authorized Signature)

Date: 4/1/2025

APPROVED:

By: [Signature]
OWNER (Authorized Signature)

Date: 8/7/25

ACCEPTED:

By: [Signature]
CONTRACTOR (Authorized Signature)

Date: 3-30-25

**Remainder of the attachments (11 pages) to this Change Order are on file and may be viewed at the St. Charles Parish Council Office, Courthouse, 15045 River Road, Hahnville.

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SECTION 00805

WORK CHANGE DIRECTIVE

No. One (1)

DATE OF ISSUANCE February 3, 2025 EFFECTIVE DATE February 3, 2025

Owner: St. Charles Parish
Contractor: Southern Site Services, LLC
Contract: St. Charles Parish Parks and Recreation Bethune Park Renovations
Project: St. Charles Parish Parks and Recreation Bethune Park Renovations
Owner's Contract No.: RECBP523 Architect's Contract No.: _____
ARCHITECT: Murray Architects, Inc.

Contractor is directed to proceed promptly with the following change(s):

Description: Remove and replace existing electrical distribution system on existing poles that were found to be in disrepair

Relocation of Infrastructure	\$20,000.00
Work Change Directive 1	<u>\$-9,400.00</u>
Balance	\$10,600.00

Attachments: (List documents supporting change) GraciHart Electric change order request dated 1/29/25

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: \$0.00

Contract Time 21 days increase

Basis of estimated change in Contract Price:

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

Recommended: By: <u>[Signature]</u> Architect (Authorized Signature)	Limited Authorization By*: By: <u>Mathew Jewell</u> Owner's Representative*	Received: By: <u>[Signature]</u> Contractor (Authorized Signature)
Title: <u>Architect</u>	Title: <u>Parish President</u>	Title: <u>Member</u>
Date: <u>2/19/2025</u>	Date: <u>2/26/25</u>	Date: <u>2/18/25</u>

*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: _____



Final Pricing			Value (\$)	Pct (%)
Database Material (Extension)			297.88	
Quoted Material (Extension)			87.00	
Material Total			384.88	
Direct Labor			4,400.00	
Indirect Labor			675.00	
Labor Total			5,075.00	
General Expenses			2,688.55	
Total Cost			8,148.43	
Database Material Overhead			29.79	10.000
Quoted Material Overhead			8.70	10.000
Labor Overhead			507.50	10.000
General Expenses Overhead			268.86	10.000
Adjustment Overhead			-0.01	
Total Overhead			814.84	10.000
Database Material Markup			16.38	5.000
Quoted Material Markup			4.79	5.000
Labor Markup			279.13	5.000
General Expenses Markup			147.88	5.000
Adjustment Markup			-0.02	
Total Markup			448.16	5.000
Final Adjustment			-11.43	-0.121
Selling Price			9,400.00	
Final Price			9,400.00	

Labor Type	Crew	Hours	Rate \$	SubTotal	Bids %	Frmg \$	Bids Tot.	Frmg Tot.	Total	Full Rate
1 JOURNEYMAN		80.00	30.00	2,400.00		25.00		2,000.00	4,400.00	55.00
Totals		80.00	30.00	2,400.00		25.00		2,000.00	4,400.00	55.00

Indirect Labor	Lbl %	Hours	Rate \$	SubTotal	Bids %	Frmg \$	Bids Tot.	Frmg Tot.	Total	Full Rate
1 PROJECT MANAGER		8.00	50.00	400.00		25.00		200.00	600.00	75.00
4 ESTIMATOR		1.00	50.00	50.00		25.00		25.00	75.00	75.00
Totals		9.00	50.00	450.00		25.00		225.00	675.00	75.00

General Expenses	Quantity	Field	Duration	Cost/Unit	Total Cost	Tax(%)	Overhead %	Markup %	Total
8 CONSUMABLES	384.88	Total Mat		0.03	11.55		10.000	5.000	13.35
9 SMALL TOOLS	4,400.00	Prtlb Totl		0.03	132.00		10.000	5.000	132.46
26 Artisaning Beon Ltr (WIE)	1.00	<None>		2,545.00	2,545.00		10.000	5.000	2,939.48
Totals					2,688.55		268.86	147.88	3,105.29

Description	Quantity	Unit	Link Price	Total Material	Unit Labor	Total Hours
1 #12/3C SOW CORD	222	M	760.03	176.33	M	60.00
2 #12-3 SO CORD CONN- 3/4" HUB	29	C	300.00	87.00	C	43.00
3 A-8R64 8x6x4 SCREW CVR NEMA 3R	5	E	24.31	121.55	E	2.00
4 #12-3C EQUIPMENT TERM	29	E	0.00	0.00	E	1.50
5 Demo Existing Box	5	E	0.00	0.00	E	1.00
Totals	300			384.88		84.89

Southern Site Services

1605 Lamy Lane Suite E
MONROE, LA. 71201
318-855-4623

2/25/25

quote for 12' foul poles and bollards

To:

mirray architects
michael Tabb

Project
bethune park

Description	Qty	Unit price	Total price
equip 2 fields with 12' foul poles (4 poles) labor and materials			
sand and paint 23 bollards	1		\$10,100.00

attached

Subtotal \$10,100.00

\$10,100.00

Request for Time Extension - Bethune Park Project

Murray Architects,

I am writing to formally document the circumstances that led to delays on the Bethune Park project and to request a 25-day extension due to factors beyond our control.

On September 27, 2024, representatives from Crumb Engineering, Gracie Hart Electric, and Southern Sites Services met on-site to review a revised layout for the light fixtures. This was necessary because the original poles specified in the plans did not have wiring. A submittal for the new layout was sent in and subsequently approved on October 3, 2024.

Following approval, the new light fixtures were ordered with an expected delivery date of December 12, 2024. However, due to delays at the manufacturing facility, they were not delivered until late December.

Once the fixtures arrived, we faced another obstacle - installing them required heavy lifting equipment, but the ground conditions were too soft to support the necessary machinery. This prevented installation until the site had adequate drying time. The fixtures were finally installed on February 18, 2025.

Given these circumstances, including design modifications, material delays, and site conditions, I am formally requesting an extension of 25 days to account for the impact on the project timeline. Please let me know if you need any further documentation or discussion regarding this request.

Best,

Al Hayward

Southern Sites Services LLC

Rain Days Impact on Bethune Park Project

Murray Architects,

I wanted to provide a detailed breakdown of the weather-related delays affecting progress on the Bethune Park project in Norco, LA. Based on historical weather data from July 8, 2024, to February 24, 2025, we have documented 38 days where rainfall exceeded 1/4 inch, making work impossible on those days.

Additionally, multiple consecutive rain days resulted in 18 additional drying days, further delaying progress. The most significant impact occurred on September 12, 2024, when a single storm dropped 7 inches of rain, rendering the site unusable for an entire week (7 days).

Beyond the rain itself, the site drainage is not the best, and the soil conditions are poor, which means it takes additional drying time before we can safely move machinery onto the site and resume work. These factors have compounded delays, making it difficult to maintain the schedule.

In total, these conditions have resulted in 61 lost workdays due to rain and site conditions. Please let me know if you need further documentation or have any questions regarding this assessment.

Best,

Al Hayward

Southern Sites Services LLC