



Ord 25-2-2  
2025-0007

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

Phone (985) 783-6632

**Lance Marino**  
Clerk of Court  
Parish of St. Charles

Certified Copy

**Instrument Number: 487023**

**Book/Index:** MOB

**Document Type:** CONTRACT CHANGE ORDER

**Recording Date:** 02/21/2025 2:04 PM CST

**Grantor 1:** ST CHARLES PARISH

**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.



*Aubrey Waguespack*  
**Aubrey Waguespack, Deputy Clerk**



# ST. CHARLES PARISH

## OFFICE OF THE COUNCIL SECRETARY

P.O. BOX 302 • HAHNVILLE, LOUISIANA 70057  
(985) 783-5000 • [www.stcharlesparish.gov](http://www.stcharlesparish.gov)

February 21, 2025

Honorable Lance Marino  
Clerk of Court  
P.O. Box 424  
Hahnville, LA 70057

Re: Filing – Change Order No. 1 (Final)  
St. Charles Parish 1<sup>st</sup> Floor Courthouse Renovation

Dear Mr. Marino:

Ordinance No. 25-2-2 along with Change Order No. 1 (Final) for the St. Charles Parish 1<sup>st</sup> Floor Courthouse Renovation, Project No. NO-GBCH023, was filed on Wednesday, February 12, 2025; Mortgage, Instrument No. 486844.

Please have this correspondence along with the enclosed additional 6 pages, Work Change Directives 2, 3, and 4. Total of seven (7) pages to be recorded and referenced in the margin of Mortgage Book, Instrument No. 486844.

Sincerely,

MICHELLE IMPASTATO  
COUNCIL SECRETARY

Enclosures

MI/ag

**SECTION 00805**

**WORK CHANGE DIRECTIVE**

No. Two (2)

DATE OF ISSUANCE August 26, 2024 EFFECTIVE DATE August 26, 2024

Owner: St. Charles Parish

Contractor: Battco Construction and Maintenance, Inc.

Contract: St. Charles Parish Courthouse 1<sup>st</sup> Floor Renovation

Project: St. Charles Parish Courthouse 1<sup>st</sup> Floor Renovation

Owner's Contract No.: NO-GBCH023 Architect's Contract No.: \_\_\_\_\_

ARCHITECT: Murray Architects, Inc.

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

Description:

COP #7 General Office 107 Under Window Receptacles. Furnish and install conduit and wiring to eight (8) receptacles under window in general office.

\$2,382.00

Relocation of Infrastructure	\$100,000.00
Work Change Directive #1	\$ 5,399.00
Work Change Directive #2	\$ 2,382.00
Net Remaining	\$ 92,219.00

Attachments: (List documents supporting change)

COP #7 Attached

**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 zero (0) days

**Basis of estimated change in Contract Price:**

☒ Lump Sum

☐ Unit Price

☐ Cost of the Work

☐ Other

Recommended:	Limited Authorization By*:	Received:
By: <u>[Signature]</u>	By: <u>[Signature]</u>	By: <u>[Signature]</u>
Architect (Authorized Signature)	Owner's Representative*	Contractor (Authorized Signature)
Title: Architect	Title: <u>Parish President</u>	Title: <u>[Signature]</u>
Date: <u>8/29/2024</u>	Date: <u>9/3/24</u>	Date: <u>8/26/24</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: _____	

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SECTION 00805

**WORK CHANGE DIRECTIVE**

No. Three (3)

DATE OF ISSUANCE October 15, 2024 EFFECTIVE DATE October 15, 2024

Owner: St. Charles Parish

Contractor: Battco Construction and Maintenance, Inc.

Contract: St. Charles Parish Courthouse 1<sup>st</sup> Floor Renovation

Project: St. Charles Parish Courthouse 1<sup>st</sup> Floor Renovation

Owner's Contract No.: NO-GBCH023 Architect's Contract No.: \_\_\_\_\_

ARCHITECT: Murray Architects, Inc.

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

Description:

COP #8	Relocate three (3) bathroom outlets	\$2,470.00
COP #9	Install flex duct to diffuser et on ACT grid in lieu of sidewall diffusers at 2 <sup>nd</sup> Floor Lobby ceiling	\$8,318.00
COP #10	Credits for Clerk of Court ceiling	\$4,538.00
COP #11	2 <sup>nd</sup> Floor Lobby Ceiling: Install PVC pipe in lieu of ductile iron for all repaced plumbing	\$-1,001.00
COP #12	Correct fire rated wall deficiencies at Corridor 103 and front & rear lobbies with a fire rated acoustical ceiling tile and grid.	\$3,375.00
COP #13	Paint all Lobby walls	\$1,751.00
COP #14	Patch and level Mech Room floor drain	\$1,949.00
COP #15	Exterior vertical caulking of joint	\$ 285.00
Relocation of Infrastructure		\$100,000.00
Work Change Directive #1		\$ 5,399.00
Work Change Directive #2		\$ 2,382.00
Work Change Directive #3		\$ 12,609.00
Net Remaining		\$ 79,610.00

Attachments: (List documents supporting change)

COP #'s 8, 9, 10, 11, 12, 13, 14, & 15 Attached

**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 two (2) days

**Basis of estimated change in Contract Price:**

☒ Lump Sum

☐ Unit Price

☐ Cost of the Work

☐ Other

Recommended:	Limited Authorization By*:	Received:
By: <u>[Signature]</u>	By: <u>[Signature]</u>	By: <u>[Signature]</u>
Architect (Authorized Signature)	Owner's Representative*	Contractor (Authorized Signature)
Title: Architect	Title: <u>Parish President</u>	Title: <u>P. G. [Signature]</u>
Date: <u>10/16/2024</u>	Date: <u>10/10/24</u>	Date: <u>10/15/24</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: \_\_\_\_\_

**SECTION 00805**

**WORK CHANGE DIRECTIVE**

No. Four (4)

DATE OF ISSUANCE December 2, 2024 EFFECTIVE DATE December 2, 2024

Owner: St. Charles Parish

Contractor: Battco Construction and Maintenance, Inc.

Contract: St. Charles Parish Courthouse 1<sup>st</sup> Floor Renovation

Project: St. Charles Parish Courthouse 1<sup>st</sup> Floor Renovation

Owner's Contract No.: NO-GBCH023 Architect's Contract No.: \_\_\_\_\_

ARCHITECT: Murray Architects, Inc.

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

Description:

COP #16	Credit for tile demo and carpet install in 119, 121. Charge for tile in added area of Breakroom 122.	\$5,583.00
COP #17	Rerun existing conduits in Auditors Office in order to make provisions for A/C duct under direction of EE	\$526.00
COP #18	Paint refresh 1 <sup>st</sup> and 2 <sup>nd</sup> floor	\$10,451.00
COP #19	LC1 rewire of 1 <sup>st</sup> Floor lights	\$1,666.00
COP #20	Credit for 1 F7 chandelier	\$-1,808.00
COP #21	Refinish gypsum board wall due to plumbing leak	\$764.00
COP #22	Add a high counter at Reception Desk of Room 118	\$6,685.00
COP #23	2 <sup>nd</sup> Floor driver replacement	\$881.00
COP #24	Conference Room cabinetry & countertop	\$5,179.00
COP #25	Add cased opening at Reception wall in Clerk of Court	\$4,034.00
COP #26	New doorstops	\$759.00

COP #27      Waterline in Conference Room 112      \$398.00

Relocation of Infrastructure	\$100,000.00
Work Change Directive #1	\$ 5,399.00
Work Change Directive #2	\$ 2,382.00
Work Change Directive #3	\$ 12,609.00
Work Change Directive #4	<u>\$ 35,118.00</u>
Net Remaining	\$ 44,492.00

Attachments: (List documents supporting change)

COP #'s 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26 and 27 Attached

**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 Nine (9) days

**Basis of estimated change in Contract Price:**

☒ Lump Sum

☐ Unit Price

☐ Cost of the Work

☐ Other

Recommended:	Limited Authorization By*:	Received:
By: <u>[Signature]</u>	By: <u>[Signature]</u>	By: <u>[Signature]</u>
Architect (Authorized Signature)	Owner's Representative*	Contractor (Authorized Signature)
Title: Architect	Title: <u>Parish Pres.</u>	Title: <u>President</u>
Date: <u>12/5/2024</u>	Date: <u>12/9/24</u>	Date: <u>12/11/24</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: <u>[Signature]</u>	Date: <u>12/9/24</u>
Title: <u>Parish President</u>	