



# ST. CHARLES PARISH


## OFFICE OF THE COUNCIL SECRETARY

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### COUNCIL OFFICE MEMORANDUM

DATE: DECEMBER 20, 2024

TO: MR. GREGORY GORDEN  
WATERWORKS DIRECTOR

FROM: MICHELLE IMPASTATO  
COUNCIL SECRETARY 

RE: CHANGE ORDER NO. 1  
AUTOMATED WATER METER READING INSTALLATION PROGRAM  
(PROJECT NO. WWKS 106)

On December 16, 2024, the St. Charles Parish Council adopted Ordinance No. 24-12-7 approving and authorizing the execution of Change Order No. 1 (Final) for the Automated Water Meter Reading Installation Program (Project No. WWKS 106), to decrease the contract amount by \$124,520.00.

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/ag

Enclosures

cc: 1Parish Council  
Ms. Samantha de Castro w/enclosure  
Mr. Corey Oubre w/enclosure  
Mr. Grant Dussom w/enclosure  
All South Consulting Engineers, LLC w/original enclosure  
Pedal Valves, Inc. w/original enclosure

**2024-0399**

**INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT  
(DEPARTMENT OF WATERWORKS)**

**ORDINANCE NO.** 24-12-7

An ordinance approving and authorizing the execution of Change Order No. 1 (Final) for the Automated Water Meter Reading Installation Program (Project No. WWKS 106), to decrease the contract amount by \$124,520.00.

**WHEREAS,** Ordinance No. 22-3-1 adopted on March 7, 2022, by the St. Charles Parish Council, approved and authorized the execution of a Professional Services Agreement with All South Consulting Engineers, LLC, to perform engineering services for the Automated Meter Reading Installation Program (Project No. WWKS 106), not to exceed \$414,093.00.; and,

**WHEREAS,** Ordinance No. 23-2-2 adopted on February 6, 2023, by the St. Charles Parish Council, approved and authorized the execution of a contract with Pedal Valves, Inc. for the Automated Water Meter Reading Installation Program (Project No. WWKS 106) in the amount of \$687,155.00; and,

**WHEREAS,** it is necessary to delete, deduct, and revise work item quantities to match the final work completed; and,

**WHEREAS,** the revised work items results in a decrease in the Construction Contract amount of \$124,520.00.

**THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:**

**SECTION I.** That Change Order No. 1 (Final) for the Automated Water Meter Reading Installation Program (Project WWKS 106), to decrease to the contract amount of \$124,520.00 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 16th day of December, 2024, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: Bob Fisher  
SECRETARY: Michelle Sarpata  
DLVD/PARISH PRESIDENT: December 17, 2024  
APPROVED:  DISAPPROVED:

PARISH PRESIDENT: Matthew Jewell  
RETD/SECRETARY: December 17, 2024  
AT: 3:29 pm RECD BY: [Signature]

RECORDED IN THE ST. CHARLES PARISH  
CLERK OF COURT OFFICE

ON 12-18-2024  
AS INSTRUMENT NO. 485804

IN (MORTGAGE) CONVEYANCE/OATH BOOK

**SECTION 00806**

**CHANGE ORDER**

No. 1

DATE OF ISSUANCE 11/8/2024

EFFECTIVE DATE 11/8/2024

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OWNER	St. Charles Parish Waterworks Department
CONTRACTOR	Pedal Valves, INC
Contract:	Ordinance No. 22-3-1; Automated Water Meter Reading Installation Program
Project:	Automated Water Meter Reading Installation Program
OWNER's Contract No.	WWKS 106
ENGINEER's Contract No.	012-009-01
ENGINEER	All South Consulting Engineers, LLC

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

**Description:**

1. Delete the Following Work Items:
  - a. Contract Item: 3.0 *Driveway Removal & Replacement*  
Delete item in its entirety. (-\$ 30,000.00)Total of Deducted Items = (-\$30,000.00)
  
2. Add the Following Work Items:

N/A
  
3. Revise the Following Work Item Quantities:
  - a. Contract Item #: 1.0 *Remove & Install 5/8" X 3/4" Meter*  
The quantity is to be changed to 8,303 EA (-\$ 84,796.00).
  - b. Contract Item #: 2.0 *Remove & Install 1" Meter*  
The quantity is to be changed to 611 EA (-\$ 2,726.00).
  - c. Contract Item #: 4.0 *Meter Box Removal & Installation (include Lid)*  
The quantity is to be changed to 1,069 EA (+\$ 1,080.00).
  - d. Contract Item #: 5.0 *Meter Lid Replacement Only*  
The quantity is to be changed to 409 EA (-\$ 8,078.00).Total of Change in Work Items Quantity = (-\$ 124,520.00)

**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. Item 3.0, *Driveway Removal & Replacement*, was removed from the project because the contractor did not need to replace any driveways while they were replacing water meters.
2. Add Work Items
  - a. N/A
3. Revise Work Item Quantities
  - a. Item 1.0, *Remove & Install 5/8" X 3/4" Meter*, was revised to subtract the remaining quantity from the project. The contractor had remaining quantity for this item when they reached the end of their scoped 5/8" X 3/4" meter replacements.
  - b. Item 2.0, *Remove & Install 1" Meter*, was revised to subtract the remaining quantity from the project. The contractor had remaining quantity for this item when they reached the end of their scoped 1" meter replacements.



- c. Item 4.0, *Meter Box Removal & Installation (include Lid)*, was revised to add quantity to pay for the number of removal and installed meter boxes. The contractor came across more broken water meter boxes than originally expected.
- d. Item 5.0, *Meter Box Lid Replacement Only*, was revised to subtract the remaining quantity from the project. The contractor had remaining quantity for this item when they reached the end of their scoped all scoped meter replacements.

**Attachments:**

N/A

CHANGE IN CONTRACT PRICE:
Original Contract Price \$ 687,155.00
Net Increase (Decrease) from previous Change Orders No. ___ to ___: \$ 0.00
Contract Price prior to this Change Order: \$ 687,155.00
Net increase (decrease) of this Change Order: \$ -124,520.00
Contract Price with all approved Change Orders: \$ 562,635.00

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:  
By: [Signature]  
ENGINEER (Authorized Signature)  
Date: 11/8/2024

APPROVED:  
By: [Signature]  
OWNER (Authorized Signature)  
Date: 12/17/24

ACCEPTED:  
By: [Signature]  
CONTRACTOR (Authorized Signature)  
Date: 11/8/24