



# AIA Document G701™ – 2017

## Change Order

**PROJECT:** (Name and address)  
Mechanical Renovations  
Vicksburg City Auditorium  
Vicksburg, Mississippi

**CONTRACT INFORMATION:**  
Contract For: GC-Mechanical  
Renovations  
Date: November 24, 2017

**CHANGE ORDER INFORMATION:**  
Change Order Number: 001  
Date: February 19, 2018

**OWNER:** (Name and address)  
City of Vicksburg  
1401 Walnut Street  
Vicksburg, Mississippi 39180

**ARCHITECT:** (Name and address)  
Engineering Resource Group, Inc.  
350 Edgewood Terrace Drive  
Jackson, Mississippi 39206

**CONTRACTOR:** (Name and address)  
Acy Mechanical, LLC  
P. O. Box 724  
Winona, Mississippi 38967

### 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.)

The Contractor is requesting additional time be added to the original contract start date of January 9, 2018 due to the delay in the new AHU equipment that has been ordered for the project. Due to the delayed delivery of the AHUs until the 2nd week of March, the Owner has agreed to a new equipment installation of mid-August to end of September; this enables most of the AHU work to be done in a single continuous period.

The original Contract Sum was	\$	418,186.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	418,186.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$	0.00
The new Contract Sum including this Change Order will be	\$	418,186.00

The Contract Time will be increased by one hundred ninety-eight (198) days.  
The new date of Substantial Completion will be November 15, 2018

**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.

Engineering Resource Group, Inc.

**ARCHITECT** (Firm name)

*Jason Grossi*  
SIGNATURE

Jason Grossi, Principal  
PRINTED NAME AND TITLE

02/21/2018  
DATE

Acy Mechanical, LLC

**CONTRACTOR** (Firm name)

*Raymond Acy*  
SIGNATURE

Raymond Acy, Member  
PRINTED NAME AND TITLE

02/19/2018  
DATE

City of Vicksburg

**OWNER** (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE



## Engineering Resource Group, Inc.

P.O. Drawer 16443 (39236) • 350 Edgewood Terrace Drive • Jackson, MS 39206 • (601) 362-3552 • Fax (601) 366-6418

### ENGINEER'S FIELD REPORT

PROJECT NO: 16.75 REPORT BY: Gregg S. Cox  
PROJECT NAME: Vicksburg City Auditorium Mechanical Renovations  
PROJECT LOCATION: Vicksburg, Ms.  
CONTRACTOR'S REP: ARCHITECT'S REP: N/A  
DATE: February 14, 2018 TIME: 10:00 a.m. TO: 11:45 a.m.  
WEATHER: Partly Cloudy TEMPERATURE: 65°

#### OBSERVATIONS AND COMMENTS:

We met at the site with several of the Owner's representatives to discuss project progress and near future schedule:

Some key discussions/concerns/decisions:

1. The delivery of the AHU's has not happened as hoped, and the deliver the second week of March '18 messes up the original construction schedule discussed at the preconstruction meeting.
2. The group met for more than an hour and a half trying to find a window of opportunity to do the needed AHU replacement and associated electrical service work. We looked at separating the two AHU installs, and miscellaneous work as boiler, water heater and pump replacement, but decided postponing the AHU replacement work until most AHU work could be done in a single continuous period, was desirable.
3. We left the initial meeting leaving the Owner to review building use scheduling, and Contractor review of those most critical time sensitive items to be required again, prior to a follow-up meeting on 2/16/2018. (This meeting has since been re-scheduled, by the Owner, for Wednesday 02/21/2018 @ 2 p.m.)
4. After several emails and telephone conversations between the Owner, Contractor and myself, and after Owner reviewed the bond company letter accepting responsibility for equipment stored at Contractor's shop, we decided:
  - To postpone AHU demolition and new equipment installation until a mid-August to end of September timeframe of 5 minimum weeks (6 weeks preferred). The Owner will make arrangements to have no pertinent venues during that timeframe.
  - Other boiler/pump/water heater/pipe/ insulation and controls prep work may be scheduled with Owner in the meantime, so long as it does not affect Owner's use of the premises.



Project: Name Vicksburg Auditorium Mechanical Renovations  
Date: February 14, 2018  
Page 2

- At Nancy's direction, the Professional will initiate a no cost change order to put the project substantial completion date at the middle of November '18.
5. Owner payments for equipment stored off-site shall include pictures of stored equipment, receipts for payments, etc. as per specifications and Owner's requirements.
  6. The work to date includes holes cut in the ceiling for air distribution devices and miscellaneous prep work.
  7. The Contractor was asked to expedite remaining submittals, SOV, Superintendent information, schedule, etc.
  8. I reminded the Contractor to stay a safe distance away from retaining walls.

**ATTACHMENTS:**

**COPIES TO:** Raymond Acy – Acy Mechanical, LLC  
Nancy Thomas – City Attorney  
Gregg Cox - ERG  
Chad Moore - ERG  
Mike Wynne – Schultz & Wynne  
Mark Vaughan - Architect  
Janice – Acy Mechanical  
File

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Unless the Engineer is informed, in writing, within 10 days of receipt of this report, the report will stand as written. It will be assumed that all in attendance and those receiving copies understand and agree to the accuracy of the statements and information herein.

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February 14, 2018

City of Vicksburg  
1401 Walnut Street  
Vicksburg, MS 39180

Re: Acy Mechanical  
Bond Number 7960814  
City of Vicksburg – Mechanical Renovations City Auditorium

To Whom It May Concern:

We understand that Acy Mechanical (Principal) will be purchasing equipment for the Mechanical Renovations City Auditorium job for the City of Vicksburg (Obligee) and bonded under bond number 7960814 and that the equipment will be stored by Acy Mechanical until needed on the job. This arrangement is acceptable to Westfield Insurance (surety).

If you have any questions or need any additional information, please contact me.

Sincerely,

T. Clay Rogers  
Regional Surety Leader