

CR 108 From Bay Road to Middle Road

**CHANGE ORDER REQUEST FORM**

CR108 From Bay Road to Middle Road

No. 01

PROJECT

DATE OF ISSUANCE 2/26/2024

EFFECTIVE DATE 11/28/2023

NASSAU COUNTY BOARD OF COUNTY COMMISSIONERS

COUNTY Contract / Purchase Order No.: CM3372

CONTRACTOR- Hubbard Construction

ENGINEER / ARCHITECT- DRMP, Inc.

The undersigned parties agree to amend this Contract to: Additional time granted for impacts due to weather and holidays throughout construction. Weather days and holidays were granted on a day for day basis in accordance with the Contract.

<p>CHANGE IN CONTRACT PRICE:</p> <p>Original Contract Price</p> <p>\$ <u>0</u></p>	<p>CHANGE IN CONTRACT TIMES:</p> <p>Original Contract Times <u>120 days Substantial; 15 days Final</u></p> <p>Ready for Final Payment: <u>November 1, 2023</u> (days and dates)</p>
<p>Net change from previous Change Orders No. <u>0</u> to No. <u>1</u></p> <p>\$ <u>0</u></p>	<p>Net change from previous Change Orders No. <u>0</u> to No. <u>1</u></p> <p style="text-align: center;"><u>0</u> (days)</p>
<p>Contract Price prior to this Change Order</p> <p>\$ <u>4,271,900.68</u></p>	<p>Contract Times Prior to this Change Order</p> <p>Substantial Completion: <u>120 days; October 17, 2023</u></p> <p>Ready for Final Payment: <u>15 days; November 1, 2023</u> (days and dates)</p>
<p>Net Increase (decrease) of this Change Order</p> <p>\$ <u>0</u></p>	<p>Net Increase (decrease) of this Change Order</p> <p style="text-align: center;"><u>13</u> (days)</p>
<p>Contract Price with all approved Change Orders</p> <p>\$ <u>4,271,900.68</u></p>	<p>Contract Times with all approved Change Orders</p> <p>Substantial Completion: <u>120 days; October 17, 2023</u></p> <p>Ready for Final Payment: <u>28 days; November 14, 2023</u> (days and dates)</p>

RECOMMENDED:

By: [Signature]  
Engineer/Architect (Authorized Signature)

Date: 3/6/2024

APPROVED:

By: [Signature]  
COUNTY (Authorized Signature)

Date: 3/7/2024

ACCEPTED:

By: [Signature]  
Contractor (Authorized Signature)

Date: 3/7/2024

## CHANGE ORDER APPROVAL FORM

PROJECT: CR108 BAY RD TO MIDDLE RD

CHANGE ORDER NUMBER: 01

DATE: 2/26/2024

CONTRACT NUMBER: CM3372

TO CONTRACTOR: Hubbard Construction Co.

Description: Contractor requested an additional thirteen (13) days due to weather related impacts and holidays in accordance with contract allowances.

Reason for Change Order: a. Weather Days: 6/23, 7/10, 7/28, 8/28, 8/29, 8/30, 8/31, 10/3, 10/4  
b. Holidays: 7/3, 7/4, 9/1, 9/4

Original Contract Sum.....	\$	<u>4,271,900.68</u>
Net Change by Previous Change Order/Supplemental Agreement.	\$	<u>0</u>
Contract Sum Prior to This Change Order.....	\$	<u>4,271,900.68</u>
 Amount of this Change Order (Add).....	 \$	 <u>0</u>
 New Contract Sum Including this Change Order.....	 \$	 <u>4,271,900.68</u>

The Contract Time will be increased: 13 days  
 Previous Substantial Completion: 10/17/2023      Previous Final Completion: 11/1/2023  
 New Substantial Completion: 10/17/2023      New Final Completion: 11/14/2023

APPROVED BY: Robert Companion      DATE: 4/22/2024  
 Department Head/Managing Agent

APPROVED BY: Sanasa Helmore      DATE: 4/22/2024  
 Procurement

APPROVED BY: Chris Lacambra <sup>TP</sup>      DATE: 4/22/2024  
 Office of Management and Budget      4/22/2024

APPROVED BY: Denise C. May      DATE: 4/26/2024  
 County Attorney      DM  
4/26/2024

APPROVED BY:   
County Manager

DATE: 4/26/2024

APPROVED BY: N/A  
John F. Martin, Chairman

DATE: \_\_\_\_\_

ATTEST: N/A  
John A. Crawford, Clerk of Courts

DATE: \_\_\_\_\_

Account No(s). 63470541-563361 LAPSI

**District Two Local Agency Change Order Request**  
**Change Order Number 02**

**Financial Project Number:** 441214-1-58-01

**Contract Number:** G2819

**Project Description:** Pavement Resurfacing on CR 108 from Bay Rd to Middle Rd in Nassau County FL.

**Local Agency:** Nassau County

**Original Contract Amount:** \$4,271,900.68

**Change in Contract:** \$0.00

**Original Contract Days:** 135

**Change in Contract Days:** 13

**Change due to Design Error or Omission:** No

**Description of Changes:**

A. Additional time granted for impacts due to weather and holidays throughout construction.

**Justification for Changes:**

A. Weather days and holidays were granted on a day for day basis in accordance with the Contract.

**Resources/Materials:**

A. No additional resources/materials required.

a. Weather Days:

- i. June 2023 – 1 Day (6/23)
- ii. July 2023 – 2 Days (7/10, 7/28)
- iii. August 2023 – 4 Days (8/28, 8/29, 8/30, 8/31) (Hurricane Idalia)
- iv. October 2023 – 2 Days (10/3, 10/4)

b. Holidays:

- i. Independence Day 2023 – 2 Days (7/3, 7/4)
- ii. Labor Day – 2 Days (9/1, 9/4)

*Raymond Albury*  
\_\_\_\_\_  
Local Agency Representative

02/23/2024  
\_\_\_\_\_  
Date

*Paul M. M...*  
\_\_\_\_\_  
District Two Program Administrator

2/26/2024  
\_\_\_\_\_  
Date

*[Signature]*  
\_\_\_\_\_  
Contractor

2/27/2024  
\_\_\_\_\_  
Date



November 28, 2023

Delivered VIA Email on 11/28/23  
michael.upton@Hubbard.com

Mr. Michael Upton  
Operations Manager  
Atlantic Coast Asphalt  
11231 Phillips Industrial Blvd., Suite 200  
Jacksonville, FL 32256

RE: Pavement resurfacing along CR 108 from Bay Road to Middle Road in Nassau County, Florida  
County: Nassau County  
Financial Project ID: 441214-1-58-01  
Federal Project ID: D220-096-B  
Contract No.: G2819

SUBJECT: **Adjustments to Contract Time for the Effects of Inclement Weather – Letter # 01  
(June - November 2023)**

Dear Mr. Upton:

The Daily Reports documenting the effects of inclement weather have been evaluated for the period June 23, 2023 to October 31, 2023. It has been determined nine (9) calendar days meet the criteria established by the contract for granting additional time due to the effects of inclement weather. It has been determined nine (9) calendar days will be added to the total authorized contract time.

Your company has ten (10) days from receipt of this notice to appeal the number of days granted herein. Any such appeal must be accompanied by all available specific facts that support your position. Failure to make an appeal or provide specific facts supporting your position within the ten (10) days from receipt of this notice shall constitute a waiver of any right to appeal the decision at a later date.

If you have any questions, please contact me at your earliest convenience.

Sincerely,  
DRMP, Inc.

Alaric T. Burn  
Digitally signed by Alaric T. Burn  
DN: E=Alaric.T.Burn@drmp.com,  
CN=Alaric T. Burn,  
OU=Jacksonville Users,  
OU=DRMP Active Users,  
DC=drmp1, DC=com  
Reason: I am the author of this  
document

Alaric T. Burn  
Project Administrator

CC: Douglas Cox, ACA Senior Project Engineer  
Raymond Albury, Nassau County Project Manager  
Kim Evans, FDOT Local Programs Coordinator  
Kevin Rogers, FDOT Construction Services Manager  
Paul Webb, FDOT District Programs Administrator  
Robert (Skip) Flint, FDOT Contract Support Specialist  
Brent Shaw, FDOT Construction Project Administrator  
Megan Whitmore, DRMP Senior Project Engineer  
Allison DeGraw, DRMP Contract Support Specialist  
Project File



November 28, 2023

Delivered VIA Email on 11/28/23

michael.upton@Hubbard.com

Mr. Michael Upton  
Operations Manager  
Atlantic Coast Asphalt  
11231 Phillips Industrial Blvd., Suite 200  
Jacksonville, FL 32256

RE: Pavement resurfacing along CR 108 from Bay Road to Middle Road in Nassau County, Florida  
County: Nassau County  
Financial Project ID: 441214-1-58-01  
Federal Project ID: D220-096-B  
Contract No.: G2819

SUBJECT: **Adjustments to Contract Time for Holiday Time Extension – Letter # 01  
(Independence Day and Labor Day 2023)**

Dear Mr. Upton:

The Daily Reports documenting the holiday periods referenced above have been evaluated. It has been determined four (4) calendar days meet the criteria established by the Contract for granting additional time due to the suspension of operations for this holiday period. Pursuant to the Contract, four (4) calendar days will be added to the total authorized Contract Time (July 3-4, 2023, and September 1 and 4, 2023).

Your company has ten (10) days from receipt of this notice to appeal the number of days granted herein. Any such appeal must be accompanied by all available specific facts that support your position. Failure to make an appeal or provide specific facts supporting your position within the ten (10) days from receipt of this notice shall constitute a waiver of any right to appeal the decision at a later date.

If you have any questions, please contact me at your earliest convenience.

Sincerely,  
DRMP, Inc.

Alaric T. Burn  
Digitally signed by Alaric T. Burn  
DN: E=Alaric@drmp.com,  
CN=Alaric T. Burn,  
OU=Jacksonville Users,  
OU=DRMP Active Users,  
DC=drmp1, DC=com  
Reason: I am the author of this document

Alaric T. Burn  
Project Administrator

CC: Douglas Cox, ACA Senior Project Engineer  
Raymond Albury, Nassau County Project Manager  
Kim Evans, FDOT Local Programs Coordinator  
Kevin Rogers, FDOT Construction Services Manager  
Paul Webb, FDOT District Programs Administrator  
Robert (Skip) Flint, FDOT Contract Support Specialist  
Brent Shaw, FDOT Construction Project Administrator  
Megan Whitmore, DRMP Senior Project Engineer  
Allison DeGraw, DRMP Contract Support Specialist  
Project File

**Ric Burn**

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**From:** Webb, Paul <Paul.Webb@dot.state.fl.us>  
**Sent:** Monday, February 26, 2024 10:47 AM  
**To:** Evans, Kimberly  
**Cc:** Rogers, Kevin; Ric Burn  
**Subject:** RE: G2819 / 441214-1--58-01 / CR 108 Resurfacing - Change Order #02 - Adjustments to Contract Time  
**Attachments:** G2819\_441214-1 - Change Order #02 Contract Time\_PW.pdf

See attached.

Thanks,

*Paul Webb, P.E.*

District Program Administration Engineer  
Florida Department of Transportation | District 2  
1109 S. Marion Ave. | Lake City, FL 32025 | MS 2014  
386.961.7823  
[paul.webb@dot.state.fl.us](mailto:paul.webb@dot.state.fl.us)



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**From:** Evans, Kimberly <Kimberly.Evans@dot.state.fl.us>  
**Sent:** Monday, February 26, 2024 9:53 AM  
**To:** Webb, Paul <Paul.Webb@dot.state.fl.us>  
**Cc:** Rogers, Kevin <Kevin.Rogers@dot.state.fl.us>; Ric Burn <ABurn@drmp.com>  
**Subject:** FW: G2819 / 441214-1--58-01 / CR 108 Resurfacing - Change Order #02 - Adjustments to Contract Time

Hi Paul,

Please review and signed Change Order #2 for CR 108 from Bay to Middle Rd – contract time adjustment. See FHWA concurrence below.

Thanks,



*Kim Evans, CPM, FCCM*  
Program Management  
Local Programs Section – MS  
2014  
1109 South Marion Avenue  
Lake City, Florida 32025  
386-961-7402  
[kimberly.evans@dot.state.fl.us](mailto:kimberly.evans@dot.state.fl.us)



"Be the change you want to see"

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**From:** Rogers, Kevin <[Kevin.Rogers@dot.state.fl.us](mailto:Kevin.Rogers@dot.state.fl.us)>  
**Sent:** Monday, February 26, 2024 9:44 AM  
**To:** Evans, Kimberly <[Kimberly.Evans@dot.state.fl.us](mailto:Kimberly.Evans@dot.state.fl.us)>; Shaw, Brent <[Brent.Shaw@dot.state.fl.us](mailto:Brent.Shaw@dot.state.fl.us)>  
**Subject:** Fwd: G2819 / 441214-1--58-01 / CR 108 Resurfacing - Change Order #02 - Adjustments to Contract Time

Kevin D. Rogers  
D2 District Construction Services Manager  
Florida Department of Transportation  
District 2 Construction Office  
[1109 South Marion Avenue](https://www.fdot.com/locations/district-2-construction-office)  
[Lake City, FL 32025](https://www.fdot.com/locations/district-2-construction-office)  
Office- [386-961-7416](tel:386-961-7416)  
[Kevin.Rogers@dot.state.fl.us](mailto:Kevin.Rogers@dot.state.fl.us)

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**From:** Moseley, Douglas <[Douglas.Moseley@dot.state.fl.us](mailto:Douglas.Moseley@dot.state.fl.us)>  
**Sent:** Monday, February 26, 2024 9:33:09 AM  
**To:** Rogers, Kevin <[Kevin.Rogers@dot.state.fl.us](mailto:Kevin.Rogers@dot.state.fl.us)>  
**Cc:** Bordner, Jason <[Jason.Bordner@dot.state.fl.us](mailto:Jason.Bordner@dot.state.fl.us)>  
**Subject:** FW: G2819 / 441214-1--58-01 / CR 108 Resurfacing - Change Order #02 - Adjustments to Contract Time

Kevin,

I concur with **FHWA Participation**. These are normal contract adjustments allowed by specifications.

Thanks,

**Doug Moseley, P.E.**  
*District 2, Construction Engineer*  
*Lake City Operations-Construction*  
*(386) 961-7030 office*  
*(386) 623-0601 mobile*  
[Douglas.moseley@dot.state.fl.us](mailto:Douglas.moseley@dot.state.fl.us)



**From:** Rogers, Kevin <[Kevin.Rogers@dot.state.fl.us](mailto:Kevin.Rogers@dot.state.fl.us)>  
**Sent:** Friday, February 23, 2024 10:50 AM  
**To:** Moseley, Douglas <[Douglas.Moseley@dot.state.fl.us](mailto:Douglas.Moseley@dot.state.fl.us)>  
**Cc:** Bordner, Jason <[Jason.Bordner@dot.state.fl.us](mailto:Jason.Bordner@dot.state.fl.us)>  
**Subject:** FW: G2819 / 441214-1--58-01 / CR 108 Resurfacing - Change Order #02 - Adjustments to Contract Time

Good Morning Doug,

Please see change order 02 from the subject **LAP project** attached for your review and concurrence for FHWA participation. This change order is just to add the weather and holidays to the contract that are allowed by specification.

Thank You,

Kevin D. Rogers  
D2 District Construction Services Manager  
Florida Department of Transportation  
District 2 Construction Office  
1109 South Marion Avenue  
Lake City, FL 32025  
Office- 386-961-7416  
[Kevin.Rogers@dot.state.fl.us](mailto:Kevin.Rogers@dot.state.fl.us)

**From:** Ric Burn <[ABurn@drmp.com](mailto:ABurn@drmp.com)>  
**Sent:** Friday, February 23, 2024 9:34 AM  
**To:** Rogers, Kevin <[Kevin.Rogers@dot.state.fl.us](mailto:Kevin.Rogers@dot.state.fl.us)>; Evans, Kimberly <[Kimberly.Evans@dot.state.fl.us](mailto:Kimberly.Evans@dot.state.fl.us)>  
**Cc:** ralbury <[ralbury@nassaucountyfl.com](mailto:ralbury@nassaucountyfl.com)>; George J. Murray <[gmurray@nassaucountyfl.com](mailto:gmurray@nassaucountyfl.com)>; Companion, Robert <[rcompanion@nassaucountyfl.com](mailto:rcompanion@nassaucountyfl.com)>; UPTON Michael <[michael.upton@hubbard.com](mailto:michael.upton@hubbard.com)>; [douglas.cox@hubbard.com](mailto:douglas.cox@hubbard.com);  
Shaw, Brent <[Brent.Shaw@dot.state.fl.us](mailto:Brent.Shaw@dot.state.fl.us)>; Flint, Robert (Skip) <[Robert.Flint@dot.state.fl.us](mailto:Robert.Flint@dot.state.fl.us)>; Webb, Paul <[Paul.Webb@dot.state.fl.us](mailto:Paul.Webb@dot.state.fl.us)>  
**Subject:** G2819 / 441214-1--58-01 / CR 108 Resurfacing - Change Order #02 - Adjustments to Contract Time

**EXTERNAL SENDER:** Use caution with links and attachments.

Good morning Kevin,

Please find Change Order #02 from the subject project attached for your review/approval and submittal to FHWA for participation.

LAP Pavement Resurfacing on CR 108 from Bay Rd to Middle Rd in Nassau County FL, G2819 FIN 441214-1, CO #02 – Adjustments to Contract Time

The summary of change is as follows:

:

- Additional time granted for impacts due to weather and holidays throughout construction.

a. Weather Days:

- i. June 2023 – 1 Day (6/23)
- ii. July 2023 – 2 Days (7/10, 7/28)
- iii. August 2023 – 4 Days (8/28, 8/29, 8/30, 8/31) (Hurricane Idalia)
- iv. October 2023 – 2 Days (10/3, 10/4)

b. Holidays:

- i. Independence Day 2023 – 2 Days (7/3, 7/4)
- ii. Labor Day – 2 Days (9/1, 9/4)

Justification for the change:

Weather days and holidays were granted on a day for day basis in accordance with the Contract.

DRMP recommends **full participation** in the proposed change associated with this change order. This is a zero-cost change order to adjust contract time only.

**Ric Burn**  
**Project Administrator**  
**Construction Services**  
Main: 352.642.8043 | Direct: 352.642.8043 | Cell: 954.801.2876  
aburn@drmp.com



8001 Belfort Parkway, Suite 200, Jacksonville, FL 32256



### Certificate Of Completion

Envelope Id: 2368D95EFF51483DB7B79A2571DFDFEE Status: Completed  
Subject: Complete with DocuSign:CM3372 Change Order 01 Approval Form Hubbard Construction CR108 Bay to Middle  
Source Envelope:  
Document Pages: 10 Signatures: 5 Envelope Originator:  
Certificate Pages: 3 Initials: 2 George Murray  
AutoNav: Enabled gmurray@nassaucountyfl.com  
Envelopeld Stamping: Enabled IP Address: 50.238.237.26  
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

### Record Tracking

Status: Original Holder: George Murray Location: DocuSign  
4/22/2024 8:20:12 AM gmurray@nassaucountyfl.com

### Signer Events

Signer Events	Signature	Timestamp
Robert Companion RCompanion@nassaucountyfl.com Deputy County Manager - County Engineer Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 174.212.36.153 Signed using mobile	Sent: 4/22/2024 9:44:32 AM Viewed: 4/22/2024 10:24:04 AM Signed: 4/22/2024 10:24:19 AM


**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Tracy Poore tpoore@nassaucountyfl.com OMB Admin Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 4/22/2024 10:24:20 AM Viewed: 4/22/2024 11:55:27 AM Signed: 4/22/2024 11:55:42 AM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign



chris lacambra clacambra@nassaucountyfl.com OMB Director Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 4/22/2024 11:55:44 AM Viewed: 4/22/2024 1:53:06 PM Signed: 4/22/2024 1:53:42 PM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Lanaee Gilmore lgilmore@nassaucountyfl.com Procurement Director Nassau County BOCC Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 4/22/2024 1:53:44 PM Viewed: 4/22/2024 5:18:33 PM Signed: 4/22/2024 5:18:39 PM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Signer Events	Signature	Timestamp
Abigail Jorandby ajorandby@nassaucountyfl.com Deputy County Attorney Nassau BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 4/22/2024 5:18:40 PM Viewed: 4/26/2024 8:20:26 AM Signed: 4/26/2024 8:20:31 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Denise C May dmay@nassaucountyfl.com County Attorney Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Pre-selected Style Using IP Address: 50.238.237.26	Sent: 4/26/2024 8:20:34 AM Viewed: 4/26/2024 8:42:06 AM Signed: 4/26/2024 8:44:29 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Taco Pope, AICP tpope@nassaucountyfl.com County Manager Nassau County BOCC Security Level: Email, Account Authentication (None)	  Signature Adoption: Drawn on Device Using IP Address: 50.238.237.26	Sent: 4/26/2024 8:44:30 AM Viewed: 4/26/2024 10:13:36 AM Signed: 4/26/2024 10:13:41 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

In Person Signer Events	Signature	Timestamp
<b>Editor Delivery Events</b>	Status	Timestamp
<b>Agent Delivery Events</b>	Status	Timestamp
<b>Intermediary Delivery Events</b>	Status	Timestamp
<b>Certified Delivery Events</b>	Status	Timestamp
<b>Carbon Copy Events</b>	Status	Timestamp
Clerk Admin BOCCclerkServices@nassauclerk.com Security Level: Email, Account Authentication (None)		Sent: 4/26/2024 10:13:44 AM Viewed: 4/26/2024 10:24:11 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
Procurement Dept procurement@nassaucountyfl.com Security Level: Email, Account Authentication (None)		Sent: 4/26/2024 10:13:45 AM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Witness Events	Signature	Timestamp
<b>Notary Events</b>	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/22/2024 9:44:32 AM
Certified Delivered	Security Checked	4/26/2024 10:13:36 AM
Signing Complete	Security Checked	4/26/2024 10:13:41 AM
Completed	Security Checked	4/26/2024 10:13:45 AM

Payment Events	Status	Timestamps
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