

# Change Order Backup CO 012

Added duct offset and support modifications resulting from RFI 047 design direction.

|              |                                           |
|--------------|-------------------------------------------|
| Project      | Northbridge Medical Office Renovation     |
| Change event | RFI 047 response dated September 19, 2026 |
| Prepared     | September 22, 2026                        |
| Status       | PM pricing review                         |

|                 |                |                 |                   |
|-----------------|----------------|-----------------|-------------------|
| <b>\$19,009</b> | <b>\$2,851</b> | <b>\$21,860</b> | <b>84</b>         |
| Direct cost     | 15% OH&P;      | Proposed total  | Field labor hours |

## Scope Narrative

Provide labor, material, fabrication and supervision required to reroute the Level 2 24 x 18 supply-air main approximately 30 inches east at Grid C-4 in accordance with the design direction issued in response to RFI 047. Work includes two offset fittings, 46 linear feet of revised galvanized duct, supplemental trapeze supports, reconnection to the downstream main, external insulation and documented coordination before fabrication.

## Pricing Summary

| Cost category                       | Basis                              | Amount      |
|-------------------------------------|------------------------------------|-------------|
| Galvanized duct and offset fittings | Selected vendor quotation NB-2264  | \$5,844.00  |
| Support material and hardware       | Itemized material takeoff          | \$1,025.00  |
| Duct insulation material            | Insulation vendor quotation IN-884 | \$1,564.00  |
| Sheet-metal installation labor      | 64 hours x \$128.00                | \$8,192.00  |
| Insulation labor                    | 16 hours x \$112.00                | \$1,792.00  |
| Project supervision                 | 4 hours x \$148.00                 | \$592.00    |
| Direct-cost subtotal                |                                    | \$19,009.00 |
| Overhead and profit                 | 15%                                | \$2,851.35  |
| Proposed change order               |                                    | \$21,860.35 |

## Included Work

| Included                           | Assumption / limit                                                            |
|------------------------------------|-------------------------------------------------------------------------------|
| Coordination review before release | Routing based on RFI 047 response and field-verified ceiling-zone dimensions. |
| Duct fabrication and delivery      | 46 LF of 24 x 18 duct, two offset fittings and standard reinforcement.        |
| Field installation                 | Normal weekday access; affected area available and clear of other trades.     |
| Supplemental supports              | Trapeze supports using channel, threaded rod, anchors and standard hardware.  |
| External duct insulation           | Match specified thickness and vapor-barrier requirements.                     |

# Vendor Quote Reconciliation

Comparison of scope, commercial terms and exclusions supporting the selected fabrication quotation.

|               |                                                         |
|---------------|---------------------------------------------------------|
| Change order  | CO 012                                                  |
| Package       | Level 2 supply duct modifications                       |
| Selection     | Northstar Sheet Metal - lowest complete compliant quote |
| Review status | Prepared for PM approval                                |

| Evaluation            | Northstar Sheet Metal                   | Atlas Airside Fabrication                         |
|-----------------------|-----------------------------------------|---------------------------------------------------|
| Quoted amount         | \$5,844.00                              | \$6,375.00                                        |
| 24 x 18 straight duct | Included - 46 LF                        | Included - 46 LF                                  |
| Offset fittings       | Included - 2                            | Included - 2                                      |
| Reinforcement         | Included                                | Included                                          |
| Delivery              | Included - one delivery                 | \$325 additional                                  |
| Lead time             | 5 working days                          | 7-9 working days                                  |
| Tax                   | Included                                | Included                                          |
| Exclusions            | Field measure; installation; insulation | Field measure; installation; insulation; delivery |
| Commercial review     | Complete and lower total                | Higher cost and longer lead time                  |

## Material Takeoff

| Item                               | Quantity | Unit basis   | Extended   |
|------------------------------------|----------|--------------|------------|
| 1-5/8 inch channel, 12 gauge       | 72 LF    | \$5.85 / LF  | \$421.20   |
| 3/8 inch threaded rod              | 96 LF    | \$1.72 / LF  | \$165.12   |
| Beam clamps, nuts and washers      | 24 sets  | \$8.60 / set | \$206.40   |
| Anchors and miscellaneous hardware | 1 lot    | Allowance    | \$232.28   |
| Support material subtotal          |          |              | \$1,025.00 |

## Labor Basis

| Activity                           | Crew / hours           | Rate     | Amount     |
|------------------------------------|------------------------|----------|------------|
| Layout, demolition and preparation | 2 mechanics x 8 hours  | \$128.00 | \$2,048.00 |
| Duct and offset installation       | 2 mechanics x 20 hours | \$128.00 | \$5,120.00 |
| Supports and final connection      | 2 mechanics x 4 hours  | \$128.00 | \$1,024.00 |
| Insulation installation            | 2 insulators x 8 hours | \$112.00 | \$1,792.00 |
| Project supervision and closeout   | 1 PM x 4 hours         | \$148.00 | \$592.00   |

# Assumptions Exclusions and Approval Items

Commercial boundaries and unresolved items identified before the change order is submitted.

|                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| Change order     | CO 012                                                               |
| Prepared for     | Contractor PM review                                                 |
| Pricing validity | 30 calendar days                                                     |
| Schedule         | Five working days after written authorization and field verification |

## Assumptions

| No. | Assumption                                                                                                                                   |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------|
| 01  | Work will be performed during normal weekday hours with unobstructed access to the Level 2 corridor.                                         |
| 02  | The design direction in RFI 047 is complete and does not require resizing the duct or relocating downstream branches beyond the stated work. |
| 03  | Existing ceiling framing has not been installed in the affected work zone.                                                                   |
| 04  | Final field dimensions will be verified before fabrication; one coordinated field measurement is included.                                   |

## Exclusions

| No. | Exclusion                                                                                   |
|-----|---------------------------------------------------------------------------------------------|
| 01  | Architectural ceiling removal, replacement, painting or patching.                           |
| 02  | Fire protection, electrical, controls or plumbing relocation.                               |
| 03  | Premium time, acceleration, phased mobilization or work outside normal weekday hours.       |
| 04  | Testing, balancing or commissioning beyond normal reconnection of the revised duct section. |
| 05  | Permit, bond or insurance costs not specifically identified in this backup.                 |

## PM Approval Items

| Decision                    | Prepared recommendation                                                       | Status          |
|-----------------------------|-------------------------------------------------------------------------------|-----------------|
| Approve selected fabricator | Northstar provides the lowest complete quote and shortest lead time.          | PM approval     |
| Confirm labor rate basis    | Rates shown are the contractor's approved change-order billing rates.         | PM verification |
| Authorize submission amount | Submit \$21,860.35 subject to contract markup and documentation requirements. | PM approval     |

Control note: MechAPM prepares the narrative, reconciles backup and identifies approval items. The contractor PM validates rates, contractual entitlement, markup and the final amount before submission.