

EXHIBIT E
CHANGE
ORDER NO. 04
City Hall Annex Second Floor Reconfiguration
Contract #2023-014

TO:

American Design Engineering Construction, Inc.
285 Executive Park Drive, Suite 202
Weston, FL 33331

FROM:

City of Marco Island
50 Bald Eagle Drive
Marco Island, Florida 34145

Project: Annex Second Floor Reconfiguration

CITY COUNCIL CHANGE ORDER APPROVAL (a) Agenda Item: N/A

Change Order No. 04
Bid No. N/A

Construction Agreement Date: June 3, 2025

Change Order Description: This Change Order No. 04 serves to:

Extend the contract time to procure, install, and schedule and pass inspections on replacement windows; prepare shop drawing submittals, procure, install, coordinate with the utility company, and schedule and pass inspections on a transfer switch. No additional cost is associated with the replacement windows or the transfer switch in this request. The cost of the transfer switch will be presented in a separate change order request pending City Council approval.

CONTRACT AMOUNT

Original Agreement Amount	\$ 804,000.00
Previous Change Order No. 01 Amount	\$ 193,421.00
This Change Order No. 04 Amount	\$ 0.00
Revised Agreement Amount	\$ 997,421.00

CONTRACT TIME IN CALENDAR DAYS

Original Notice to Proceed	November 6, 2023
Adjusted number of days due to Change Order 01 (delay due to permitting)	276
Revised Notice to Proceed	August 8, 2024
Number of days to Substantial Completion per Contract	180

Change Order 02 (days added due to delay in payment of permit fees)	44
Substantial Completion	March 20, 2025
Change Order No. 03 (days added for delays and replacement of windows)	90
Substantial Completion	June 18, 2025
Change Order No. 04 (this change order; days added)	77
Substantial Completion	September 3, 2025
Number of days to Final Completion per Contract	30
Final Completion Date	October 3, 2025

Attachments:

Attachment 1, ADEC Time Extension Request Letter dated May 30, 2025

Attachment 2, ADEC Schedule dated 6/4/25

Your acceptance of this Change Order shall constitute a modification to our Agreement and will be performed subject to all the same terms and conditions as contained in said Agreement indicated above, as fully as if the same were repeated in this acceptance. The time and monetary adjustment to this Agreement shall constitute a full and final settlement of any and all claims arising out of or related to changes set forth herein including claims for schedule impacts, material/labor costs and delay costs.

Submitted By:



Laura Ryan

Project Manager

City of Marco Island Water & Sewer Department

Date: 6/6/25

Accepted by:



Joel Espinal

American Design Engineering Construction, Inc.

Date: 6/9/25

Approved By:



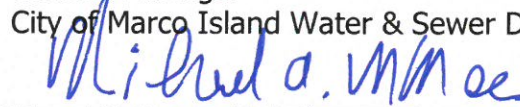
Jeffrey E. Poteet

General Manager

City of Marco Island Water & Sewer Dept.

Date: 6/10/25

Authorized By:



Michael A. McNees

City Manager

City of Marco Island

Date: 6.11.25



Date: May 30, 2025

To: Laura Redondo Ryan
City of Marco Island
lryan@cityofmarcoisland.com

Sonia Iszler
City of Marco Island
sizsler@cityofmarcoisland.com

Subject: Formal Request for Time Extension – Window Installation & Transfer Switch Scope

Dear Ms. Ryan and Ms. Iszler,

We respectfully submit a formal request for a time extension related to the City Hall Annex 2nd Floor Reconfiguration Project under Contract #2023-014.

As of May 29, 2025, the permit for the installation of the new windows has been officially approved. Accordingly, and in alignment with the change order submitted and approved, we request a 90-calendar day extension beginning May 30, 2025, to execute the following scope of work:

1. Window Procurement, Installation & Associated Finishes After installation, and Inspections
2. Transfer Switch Procurement & Installation, including:
 - Submittal preparation and approval process
 - Manufacturer lead time and delivery
 - Installation, inspections, and utility coordination
3. Finalization of remaining scopes directly impacted by the above

Additionally, we respectfully request 30 additional calendar days to account for the City Council approval process, which is a prerequisite to initiating certain aspects of the scope of work. This period is intended to account for internal City review, meeting scheduling, and official directives. Should approvals be issued sooner, we will accelerate our timeline accordingly.

Furthermore, we acknowledge receipt of your correspondence regarding the Comcast pedestal removal, which is projected to take 7–10 business days. We confirm that this CATV delay will be absorbed within the 90-calendar day extension, and we will coordinate our activities to avoid unnecessary disruptions.

Please note that this extension request is made in good faith to ensure proper planning, resource allocation, and sequencing of all trades. We remain fully committed to completing our work with the highest quality and within a timeframe that supports the City's goals.

We kindly request written confirmation of this extension so we may update our schedule and coordinate with all subcontractors and suppliers accordingly.

Thank you for your time, coordination, and continued collaboration.

Sincerely,
Joel Espinal

ADEC Construction, Inc.
Office: (954) 274-7117
Cell: (754) 234-3403
Email: joel.espinal@adeconstructioninc.com

