

Tarrant County

Facilities Management
Construction Services

POTENTIAL CHANGE ORDER

PROJECT NUMBER _____ - PCO 01

Fast Track ☒

PROJECT TITLE: TC Medical Examiner's Office Reception Renovation

DATE: _____

CHANGE REQUESTED BY:

☐ Client Department
☐ Facilities Management

☐ Contractor
☐ Other TC Department

☒ Design Professional

REVISION REQUIRED DUE TO:

☒ Design Changes
☐ Unknown Condition

☐ Design Discrepancy
☐ User Request

☐ Management

REASON FOR CHANGE:

CM PCO #: 1

COST ESTIMATE: \$1,005.00.

POTENTIAL CHANGE LANGUAGE

CHANGE REQUEST TITLE: Millwork Alterations at Transaction Window

CHANGE REQUEST DESCRIPTION: Scope of work includes (remove, modify, and reinstall countertop at existing pass-through window) in the amount of \$1,005.00. The existing transaction window on the west side of the lobby has a countertop that is found to be one piece on both sides of the window. The countertop will need to be modified to fit new window dimensions. Paint touch up is included.

ATTACHMENTS:

DOCUMENT REFERENCE (DRAWING NUMBERS/ SPEC SECTIONS/ PR NUMBER):

PROJECT MANAGER:

☒ Recommend ☐ Not Recommend

NAME:

Husain Al-Rammah

SIGNATURE:



DATE:

4.19.2022

SR. FACILITIES MANAGEMENT:

☒ Recommend ☐ Not Recommend

NAME:

Frank Lopez

SIGNATURE:



DATE:

4.19.2022

DEPARTMENT: ☐ Accept ☐ Reject

NAME:

SIGNATURE:

DATE:

ELECTED OFFICIAL: ☐ Accept ☐ Reject

NAME:

SIGNATURE:

DATE:

Routing:

MA - Approved
CCC complete

☒ 04/22/2022

Final Cost:

Court Approval Date:

Court Order Number:

Owner Change Order Number:

Budget Reallocation Number:

Revision date: 04-8-10



PCO #001

Project: 0056 - Tarrant County Medical Examiner Office Reception
Renovation
200 Felks Gwozdz
Fort Worth, Texas 76104

Prime Contract Potential Change Order #001: RFI 001: Millwork Alterations at Transaction Window

TO:	Tarrant County Construction Services	FROM:	Morales Construction Services Inc 2364 Hwy 287 N Ste 107 Mansfield, Texas 76063
PCO NUMBER/REVISION:	001 / 0	CONTRACT:	1 - RFB 2022-033: Tarrant County Medical Examiner Office Reception Renovation
REQUEST RECEIVED FROM:		CREATED BY:	Verneda Sanabria (Morales Construction Services Inc)
STATUS:	Pending - In Review	CREATED DATE:	3/11/2022
REFERENCE:	RFI 01	PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	0 days	PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$1,005.00

POTENTIAL CHANGE ORDER TITLE: RFI 001: Millwork Alterations at Transaction Window

CHANGE REASON: Existing Condition

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
PCO 001 - RFI 01: Millwork alterations at transaction window

Contractor to provide price to adjust existing countertop/ transaction window per Owner instructions.

ATTACHMENTS:

[Div 06 - PCO 001 Millwork.pdf](#) , [RFI 001 - Millwork alterations at transaction window.pdf](#)

#	Budget Code	Description	Amount
1	06-20.L Millwork (s) Turnkey.Labor	Remove/ alter/ replace ex millwork	\$940.00
2	09-90.S Painting & Wall Coverings.Commitment	Touch up paint as needed	\$65.00
Grand Total:			\$1,005.00

Casey Smith (Bennett Partners)

Tarrant County Construction Services

Morales Construction Services Inc

2364 Hwy 287 N Ste 107
Mansfield, Texas 76063

03/28/2022

SIGNATURE

DATE

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DATE

03.25.22

SIGNATURE

DATE

Tarrant County

Facilities Management
Construction Services

POTENTIAL CHANGE ORDER

PROJECT NUMBER _____ - PCO 02

Fast Track ☒

PROJECT TITLE: TC Medical Examiner's Office Reception Renovation

DATE: April 19, 2022

CHANGE REQUESTED BY:

☐ Client Department ☐ Contractor ☒ Design Professional
☐ Facilities Management ☐ Other TC Department

REVISION REQUIRED DUE TO:

☐ Design Changes ☐ Design Discrepancy ☐ Management
☒ Unknown Condition ☒ User Request

REASON FOR CHANGE:

CM PCO #: 2

COST ESTIMATE: \$400.00.

POTENTIAL CHANGE LANGUAGE

CHANGE REQUEST TITLE: Furdown Support at Reception Desk

CHANGE REQUEST DESCRIPTION: Scope of work is inclusion of constructing support bracing in the amount of \$400.00. The additional wood stud reinforcement will support the existing furdown above the reception desk.

During the demolition of the existing reception glass, it was discovered the furdown had minimal reinforcement to support the span.

ATTACHMENTS:

DOCUMENT REFERENCE (DRAWING NUMBERS/ SPEC SECTIONS/ PR NUMBER):

PROJECT MANAGER:

☒ Recommend ☐ Not Recommend

NAME: Husain Al-Rammah

SIGNATURE: 

DATE: 4.19.2022

SR. FACILITIES MANAGEMENT:

☒ Recommend ☐ Not Recommend

NAME: Frank Lopez

SIGNATURE: 

DATE: 4.19.2022

DEPARTMENT: ☐ Accept ☐ Reject

NAME: _____

SIGNATURE: _____

DATE: _____

ELECTED OFFICIAL: ☐ Accept ☐ Reject


NAME: _____

SIGNATURE: _____

DATE: _____

Routing:

DP – Approved
CCC complete

☒  04/22/2022

Final Cost: _____

Court Approval Date: _____

Court Order Number: _____

Owner Change Order Number: _____

Budget Reallocation Number: _____

Revision date: 04-8-10



PCO #002

Project: 0056 - Tarrant County Medical Examiner Office Reception
Renovation
200 Felks Gwozdz
Fort Worth, Texas 76104

Prime Contract Potential Change Order #002: RFI 002: Furdawn Support at Reception Desk

TO:	Tarrant County Construction Services	FROM:	Morales Construction Services Inc 2364 Hwy 287 N Ste 107 Mansfield, Texas 76063
PCO NUMBER/REVISION:	002 / 0	CONTRACT:	1 - RFB 2022-033: Tarrant County Medical Examiner Office Reception Renovation
REQUEST RECEIVED FROM:		CREATED BY:	Verneda Sanabria (Morales Construction Services Inc)
STATUS:	Pending - In Review	CREATED DATE:	3/25/2022
REFERENCE:	RFI 2	PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	0 days	PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$400.00

POTENTIAL CHANGE ORDER TITLE: RFI 002: Furdawn Support at Reception Desk

CHANGE REASON: Existing Condition

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
PCO 002 - RFI #2: Furdawn Support at Reception Desk

Upon demo of existing glass, more support for furdawn needed until construction complete.

ATTACHMENTS:

[Div 06 - PCO 2 Rough Carpentry.pdf](#) , [RFI #2 - Furdawn Support at Reception Desk.pdf](#)

#	Budget Code	Description	Amount
1	09-10.S Drywall Assemblies.Commitment	Support Brace	\$400.00
Grand Total:			\$400.00

Casey Smith (Bennett Partners)

Tarrant County Construction Services

Morales Construction Services Inc

2364 Hwy 287 N Ste 107
Mansfield, Texas 76063

03/28/2022

SIGNATURE

DATE

03.25.22

SIGNATURE


DATE

Tarrant County

Facilities Management
Construction Services

POTENTIAL CHANGE ORDER**PROJECT NUMBER** _____ - **PCO 03****Fast Track** ☒**PROJECT TITLE:** TC Medical Examiner's Office Reception Renovation**DATE:** April 19, 2022**CHANGE REQUESTED BY:**☐ Client Department
☐ Facilities Management☐ Contractor
☐ Other TC Department☒ Design Professional**REVISION REQUIRED DUE TO:**☒ Design Changes
☐ Unknown Condition☐ Design Discrepancy
☒ User Request☐ Management**REASON FOR CHANGE:****CM PCO #:** 3**COST ESTIMATE:** \$225.00.**POTENTIAL CHANGE LANGUAGE****CHANGE REQUEST TITLE:** Replace Carpet in Reception Area/Mail Room**CHANGE REQUEST DESCRIPTION:** Scope of work includes replacing carpet in the amount of \$225.00. The cost is for labor only to remove all existing carpet and replace with new carpet provided by building attic stock.

The project scope was to use building attic stock to match the existing color. The attic stock material was found to be unfit for use and therefore it was determined to use a secondary attic stock color to replace the full area.

ATTACHMENTS:**DOCUMENT REFERENCE (DRAWING NUMBERS/ SPEC SECTIONS/ PR NUMBER):****PROJECT MANAGER:**☒ Recommend ☐ Not Recommend**NAME:** Husain Al-Rammah**SIGNATURE:** **DATE:** 4.19.2022**SR. FACILITIES MANAGEMENT:**☒ Recommend ☐ Not Recommend**NAME:** Frank Lopez**SIGNATURE:** **DATE:** 4.19.2022**DEPARTMENT:** ☐ Accept ☐ Reject**NAME:** _____**SIGNATURE:** _____**DATE:** _____**ELECTED OFFICIAL:** ☐ Accept ☐ Reject**NAME:** _____**SIGNATURE:** _____**DATE:** _____**Routing:**MA – Approved
CCC complete☒  04/22/2022**Final Cost:** _____**Court Approval Date:** _____**Court Order Number:** _____**Owner Change Order Number:** _____**Budget Reallocation Number:** _____

Revision date: 04-8-10



PCO #003

Project: 0056 - Tarrant County Medical Examiner Office Reception
Renovation
200 Felks Gwozdz
Fort Worth, Texas 76104

Prime Contract Potential Change Order #003: RFI 004: Replace Carpet in Reception Area/Mail Room

TO:	Tarrant County Construction Services	FROM:	Morales Construction Services Inc 2364 Hwy 287 N Ste 107 Mansfield, Texas 76063
PCO NUMBER/REVISION:	003 / 0	CONTRACT:	1 - RFB 2022-033: Tarrant County Medical Examiner Office Reception Renovation
REQUEST RECEIVED FROM:		CREATED BY:	Verneda Sanabria (Morales Construction Services Inc)
STATUS:	Pending - In Review	CREATED DATE:	3/14/2022
REFERENCE:	RFI 004	PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	0 days	PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$225.00

POTENTIAL CHANGE ORDER TITLE: RFI 004: Replace Carpet in Reception Area/Mail Room

CHANGE REASON: Existing Condition

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

PCO 003 - RFI 004: Replace Carpet in Reception Area/Mail Room

Replace reception and mail room carpet with attic stock provided by owner.

ATTACHMENTS:

[RFI #4 - Replace Carpet in Reception Area Mail Room.pdf](#) , [Div 09 - PCO 003 Flooring Scope.pdf](#)

#	Budget Code	Description	Amount
1	01-10.L Staff .Labor	Replace Carpet	\$225.00
Grand Total:			\$225.00

Casey Smith (Bennett Partners)

Tarrant County Construction Services

Morales Construction Services Inc

2364 Hwy 287 N Ste 107
Mansfield, Texas 76063


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03.25.22
SIGNATURE DATE

Tarrant County

Facilities Management
Construction Services

POTENTIAL CHANGE ORDER

PROJECT NUMBER _____ - PCO 04

Fast Track ☒

PROJECT TITLE: TC Medical Examiner's Office Reception Renovation

DATE: April 19, 2022

CHANGE REQUESTED BY:

☐ Client Department ☐ Contractor ☒ Design Professional
☐ Facilities Management ☐ Other TC Department

REVISION REQUIRED DUE TO:

☐ Design Changes ☐ Design Discrepancy ☐ Management
☒ Unknown Condition ☐ User Request

REASON FOR CHANGE:

CM PCO #: 4

COST ESTIMATE: \$178.00

POTENTIAL CHANGE LANGUAGE

CHANGE REQUEST TITLE: Power Transfer

CHANGE REQUEST DESCRIPTION: Scope of work is to purchase and install power transfer hinges in the amount of \$718.00. The new electrical power transfers provide means of transferring power from the door frame to the edge of a swinging door.

The new doors come with a continuous hinge and will need a power transfer.

ATTACHMENTS:

DOCUMENT REFERENCE (DRAWING NUMBERS/ SPEC SECTIONS/ PR NUMBER):

PROJECT MANAGER:

☒ Recommend ☐ Not Recommend

NAME: Husain Al-Rammah

SIGNATURE: 

DATE: 4.19.2022

SR. FACILITIES MANAGEMENT:

☒ Recommend ☐ Not Recommend

NAME: Frank Lopez

SIGNATURE: 

DATE: 4.19.2022

DEPARTMENT: ☐ Accept ☐ Reject

NAME: _____

SIGNATURE: _____

DATE: _____

ELECTED OFFICIAL: ☐ Accept ☐ Reject

NAME: _____

SIGNATURE: _____

DATE: _____

Routing:
DP – Approved
CCC complete

☒ 177 04/22/2022
☐

Final Cost: _____
Court Approval Date: _____
Court Order Number: _____
Owner Change Order Number: _____
Budget Reallocation Number: _____

Revision date: 04-8-10



PCO #004

Project: 0056 - Tarrant County Medical Examiner Office Reception
Renovation
200 Felks Gwozdz
Fort Worth, Texas 76104

Prime Contract Potential Change Order #004: RFI 005: Power Transfer

TO:	Tarrant County Construction Services	FROM:	Morales Construction Services Inc 2364 Hwy 287 N Ste 107 Mansfield, Texas 76063
PCO NUMBER/REVISION:	004 / 0	CONTRACT:	1 - RFB 2022-033: Tarrant County Medical Examiner Office Reception Renovation
REQUEST RECEIVED FROM:		CREATED BY:	Verneda Sanabria (Morales Construction Services Inc)
STATUS:	Pending - In Review	CREATED DATE:	3/25/2022
REFERENCE:	RFI 05	PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	0 days	PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$718.00

POTENTIAL CHANGE ORDER TITLE: RFI 005: Power Transfer

CHANGE REASON: Existing Condition

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
PCO 004 - RFI 005: Power Transfer

- Provide labor, materials & equipment for power transfer per RFI 005 response dated 03/14/2022.

ATTACHMENTS:

[RFI #5 - Power Transfer.pdf](#) , [_Div 08 - PCO 004 Doors, Frames & Hardware Scope.pdf](#)

#	Budget Code	Description	Amount
1		Power Transfer 1	\$359.00
2		Power Transfer 2	\$359.00
Grand Total:			\$718.00

Casey Smith (Bennett Partners)

Tarrant County Construction Services

Morales Construction Services Inc

2364 Hwy 287 N Ste 107
Mansfield, Texas 76063

03/28/2022

SIGNATURE

DATE

SIGNATURE

DATE

03.25.22

SIGNATURE

DATE

Tarrant County

Facilities Management
Construction Services

POTENTIAL CHANGE ORDER**PROJECT NUMBER** _____ - PCO **05****Fast Track** ☒**PROJECT TITLE:** TC Medical Examiner's Office Reception Renovation**DATE:** April 19, 2022**CHANGE REQUESTED BY:**

☐ Client Department ☐ Contractor ☒ Design Professional
☐ Facilities Management ☐ Other TC Department

REVISION REQUIRED DUE TO:

☐ Design Changes ☐ Design Discrepancy ☐ Management
☒ Unknown Condition ☐ User Request

REASON FOR CHANGE:**CM PCO #:** 5**COST ESTIMATE:** \$1200.00**POTENTIAL CHANGE LANGUAGE****CHANGE REQUEST TITLE:** Wall Repair Behind Reception Desk**CHANGE REQUEST DESCRIPTION:** Scope of work includes removing wall covering and repair damaged gypsum in the amount of \$1,200.00.

During the demolition of existing millwork, the exposed wall was found to have deteriorating wallpaper and holes in the gypsum board

ATTACHMENTS:**DOCUMENT REFERENCE (DRAWING NUMBERS/ SPEC SECTIONS/ PR NUMBER):****PROJECT MANAGER:**☒ Recommend ☐ Not Recommend**NAME:** Husain Al-Rammah**SIGNATURE:** **DATE:** 4.19.2022**SR. FACILITIES MANAGEMENT:**☒ Recommend ☐ Not Recommend**NAME:** Frank Lopez**SIGNATURE:** **DATE:** 4.19.2022**DEPARTMENT:** ☐ Accept ☐ Reject**NAME:** _____**SIGNATURE:** _____**DATE:** _____**ELECTED OFFICIAL:** ☐ Accept ☐ Reject**NAME:** _____**SIGNATURE:** _____**DATE:** _____

Routing:
DP – Approved
CCC complete

☒  04/22/2022

Final Cost: _____
Court Approval Date: _____
Court Order Number: _____
Owner Change Order Number: _____
Budget Reallocation Number: _____



PCO #005

Project: 0056 - Tarrant County Medical Examiner Office Reception
Renovation
200 Felks Gwozdz
Fort Worth, Texas 76104

Prime Contract Potential Change Order #005: RFI 006: Wall Repair Behind Reception Desk

TO:	Tarrant County Construction Services	FROM:	Morales Construction Services Inc 2364 Hwy 287 N Ste 107 Mansfield, Texas 76063
PCO NUMBER/REVISION:	005 / 0	CONTRACT:	1 - RFB 2022-033: Tarrant County Medical Examiner Office Reception Renovation
REQUEST RECEIVED FROM:		CREATED BY:	Rebecca Gage (Morales Construction Services Inc)
STATUS:	Pending - In Review	CREATED DATE:	3/25/2022
REFERENCE:	RFI 6	PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	0 days	PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$1,200.00

POTENTIAL CHANGE ORDER TITLE: RFI 006: Wall Repair Behind Reception Desk

CHANGE REASON: Existing Condition

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
PCO 005 - RFI 006: Wall Repair Behind Reception Desk

Demo of existing millwork leaves exposed wall. To match, need to demo vinyl, refinish wall.

ATTACHMENTS:

[div 09.10 - Drywall.pdf](#) , [RFI #6 - Wall Repair Behind Reception Desk.pdf](#)

#	Budget Code	Description	Amount
1	02-10.S Demolition.Commitment	Demo & Refinish walls	\$1,200.00
Grand Total:			\$1,200.00

Casey Smith (Bennett Partners)

Tarrant County Construction Services

Morales Construction Services Inc

2364 Hwy 287 N Ste 107
Mansfield, Texas 76063

03/28/2022

SIGNATURE

DATE

SIGNATURE

DATE

03.25.22

SIGNATURE

DATE