



Department of  
Facilities Management

**DATE:** June 15, 2023

**TO:** Diego Delgadillo  
Holt Construction Corp.

**FROM:** Frank T. Lopez, Assistant Director, Construction Services

**RE:** Elections Mercantile Lease Space Finish Out Project  
Notice to Proceed

---

We are in receipt of PCO #2 (Mobile Storage System) in the amount of \$1,034.13. For reconfiguration of the Mobile Storage System and the addition of a new secure wire cage for future vertical lift storage modules. Revisions also include additional empty conduits and the relocation of cameras and access control per ASI #4.

Please be apprised that Holt Construction Corp. is authorized to proceed with the additional work described above. PC #2 is added scope to the contract price and will be reconciled with the next change order.

The description of work and cost breakdown have been reviewed and found to be acceptable. The Contract Time will be increased by zero (0) days for this work.

Please implement PCO #2 into Change Order #2.



**Holt Construction Corp.**  
2900 Gateway Drive, Suite 625  
Irving, Texas 75063  
P: (469) 453-0688  
F: (845) 735-4570

**Project: 22-133 - 22-133 - Tarrant County - Elections Mercantile Space**  
3333 Quorum Drive, Suite 280  
Forth Worth, Texas

## PCO #2 - Per ASI #4 Revised

**Description:** This ASI incorporates revisions to the height and configuration of the Mobile Storage System and the addition of a new secure wire cage for future vertical lift storage modules. Revisions also include empty conduits and additional/relocation of cameras and access control.

**Cost Impact:** The Proposed Change Order due to ASI #4 totals the amount of \$1,034.13

**Time Impact:** Proposed Change Order will not have a time impact on the project.



PCO #002

Holt Construction Corp.  
2900 Gateway Drive, Suite 625  
Irving, Texas 75063  
Phone: +14694530688

Project: 22-133 - 22-133 - Tarrant County - Elections Mercantile Space  
3333 Quorum Drive, Suite 280  
Forth Worth, Texas

## Prime Contract Potential Change Order #002: CE #014 - ASI #4 Revised - Shelving, Electrical, Security

TO:	Tarrant County – Election Mercantile 3333 Quorum Drive, Suite 200 Forth Worth, Texas 76111	FROM:	Holt Construction Corp. 50 East Washington Ave Pearl River, New York 10965
PCO NUMBER/REVISION:	002 / 0	CONTRACT:	22-133. - Tarrant County - Elections Mercantile Space
REQUEST RECEIVED FROM:		CREATED BY:	Diego Delgadillo (Holt Construction Corp.)
STATUS:	Pending - In Review	CREATED DATE:	4/21/2023
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$1,034.13

POTENTIAL CHANGE ORDER TITLE: CE #014 - ASI #4 Revised - Shelving, Electrical, Security

CHANGE REASON: Design Changes

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

CE #014 - ASI #4 Revised - Shelving, Electrical, Security

Change order per ASI #4 Revised - Shelving, Electrical, Security, received via email.

- R & D Electrical
  - No cost change order
- ADT
  - All cameras pendant mounted at 13' AFF, except CAM 102 which is wall mounted.
  - Camera 102 will change from a Q3536-LVE to a Q3538-LVE
  - Cameras 120, 124 and 125 no longer in scope.
  - Relocate camera 103 per revised ASI #4R drawing.
  - Relocate cameras SB101, 102, 103 and 104 per revised drawings. Camera model change to Q3819-PVE.

### ATTACHMENTS:

[Change Order Break Out - ASI #4R \(ADT\).xlsx](#) , [Change Order Break Out - ASI #4R \(ADT\).pdf](#) , [Change Order Request - ASI #4R \(ADT\).pdf](#)

#	Budget Code	Description	Amount
1	26--00-00.....Sub Electrical	ASI #4R - Security Systems Change Order	\$0.00



#	Budget Code	Description	Amount
2	28--00-00.....Sub Security Systems	ASI #4R - Security Systems Change Order	\$919.24
Subtotal:			\$919.24
General Conditions (5.00% Applies to all line item types.):			\$45.96
Fee (4.00% Applies to all line item types.):			\$38.61
Insurance (2.00% Applies to all line item types.):			\$20.08
Bond (1.00% Applies to all line item types.):			\$10.24
Grand Total:			\$1,034.13

Eric Hahnfeld (Hahnfeld Hoffer &  
Stanford)

Tarrant County – Election Mercantile

Holt Construction Corp.

3333 Quorum Drive, Suite 200  
Forth Worth, Texas 76111

50 East Washington Ave  
Pearl River, New York 10965

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE



Department of  
Facilities Management

**DATE:** June 15, 2023

**TO:** Diego Delgadillo  
Holt Construction Corp.

**FROM:** Frank T. Lopez, Assistant Director, Construction Services

**RE:** Elections Mercantile Lease Space Finish Out Project  
  
Notice to Proceed

---

We are in receipt of PCO #4 (Heating, Ventilation, and Air Conditioning) in the amount of \$7,216.70. For unforeseen conditions resulting in added scope for removing the existing 10" heating ventilation and air condition insulated pipe, replace with 18" hard pipe, and re-insulate the pipe with R-6 duct wrap per RFI #3.

Please be apprised that Holt Construction Corp. is authorized to proceed with the additional work described above. PC #4 is added scope to the contract price and will be reconciled with the next change order.

The description of work and cost breakdown have been reviewed and found to be acceptable. The Contract Time will be increased by zero (0) days for this work.

Please implement PCO #4 into Change Order #2.



**Holt Construction Corp.**

2900 Gateway Drive, Suite 625

Irving , Texas 75063

P: (469) 453-0688

F: (845) 735-4570

**Project: 22-133 - 22-133 - Tarrant County - Elections Mercantile Space**

3333 Quorum Drive, Suite 280

Forth Worth , Texas

---

## **PCO #4 - Replace 10 in. Duct with 18 in. Duct**

---

**Description:** Replace snap lock with 18" per RFI #3.

**Cost Impact:** The Proposed Change Order due to RFI #3 totals the amount of \$7,216.70

**Time Impact:** Proposed Change Order will not have a time impact on the project.



PCO #004

Holt Construction Corp.  
2900 Gateway Drive, Suite 625  
Irving, Texas 75063  
Phone: +14694530688

Project: 22-133 - 22-133 - Tarrant County - Elections Mercantile Space  
3333 Quorum Drive, Suite 280  
Forth Worth, Texas

## Prime Contract Potential Change Order #004: CE #013 - Replace 10 in duct with 18 in duct

TO:	Tarrant County – Election Mercantile 3333 Quorum Drive, Suite 200 Forth Worth, Texas 76111	FROM:	Holt Construction Corp. 50 East Washington Ave Pearl River, New York 10965
PCO NUMBER/REVISION:	004 / 0	CONTRACT:	22-133. - Tarrant County - Elections Mercantile Space
REQUEST RECEIVED FROM:		CREATED BY:	Diego Delgadillo (Holt Construction Corp.)
STATUS:	Pending - In Review	CREATED DATE:	4/4/2023
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$7,216.70

POTENTIAL CHANGE ORDER TITLE: CE #013 - Replace 10 in duct with 18 in duct

CHANGE REASON: Unforeseen Conditions / Field Conditions

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

CE #013 - Replace 10 in duct with 18 in duct  
Replace Snap Lock with 18" per RFI#3.

ATTACHMENTS:

[Staxmatic - Replace 10 in duct with 18 in duct.pdf](#)

#	Budget Code	Description	Amount
1	23--00-00.____.Sub HVAC	Replace 10 in duct with 18 in duct	\$6,414.97
Subtotal:			\$6,414.97
General Conditions (5.00% Applies to all line item types.):			\$320.75
Fee (4.00% Applies to all line item types.):			\$269.43
Insurance (2.00% Applies to all line item types.):			\$140.10
Bond (1.00% Applies to all line item types.):			\$71.45
Grand Total:			\$7,216.70

Eric Hahnfeld (Hahnfeld Hoffer & Stanford)

Tarrant County – Election Mercantile

3333 Quorum Drive, Suite 200  
Forth Worth, Texas 76111

Holt Construction Corp.

50 East Washington Ave  
Pearl River, New York 10965

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE



Department of  
Facilities Management

**DATE:** June 15, 2023

**TO:** Diego Delgadillo  
Holt Construction Corp.

**FROM:** Frank T. Lopez, Assistant Director, Construction Services

**RE:** Elections Mercantile Lease Space Finish Out Project  
  
Notice to Proceed

---

We are in receipt of PCO #5 (Digital Time Clock) in the amount of \$2,406.23. For unforeseen conditions resulting in added scope for installing a digital time clock to control five (5) exhaust fans in restroom area that were not included in original specifications.

Please be apprised that Holt Construction Corp. is authorized to proceed with the additional work described above. PC #5 is added scope to the contract price and will be reconciled with the next change order.

The description of work and cost breakdown have been reviewed and found to be acceptable. The Contract Time will be increased by zero (0) days for this work.

Please implement PCO #5 into Change Order #2.





**Holt Construction Corp.**  
2900 Gateway Drive, Suite 625  
Irving , Texas 75063  
P: (469) 453-0688  
F: (845) 735-4570

**Project: 22-133 - 22-133 - Tarrant County - Elections Mercantile Space**  
3333 Quorum Drive, Suite 280  
Forth Worth , Texas

---

## PCO #5 - Electrical CO Per RFI 15

---

**Description:** Based on consultant answer on RFI 15, a digital time clock is required to control 5 exhaust fans on restroom area such that exhaust fans shall be running during business operation hour.

**Cost Impact:** The Proposed Change Order due to RFI #15 totals the amount of \$2,406.23

**Time Impact:** Proposed Change Order will have a time impact on the project, depending on material delivery dates and approved documentation.



Holt Construction Corp.  
2900 Gateway Drive, Suite 625  
Irving, Texas 75063  
Phone: +14694530688

**Project:** 22-133 - 22-133 - Tarrant County - Elections Mercantile Space  
3333 Quorum Drive, Suite 280  
Forth Worth, Texas

## Prime Contract Potential Change Order #005: CE #018 - Electrical CO Per RFI 15

<b>TO:</b>	Tarrant County – Election Mercantile 3333 Quorum Drive, Suite 200 Forth Worth, Texas 76111	<b>FROM:</b>	Holt Construction Corp. 50 East Washington Ave Pearl River, New York 10965
<b>PCO NUMBER/REVISION:</b>	005 / 0	<b>CONTRACT:</b>	22-133. - Tarrant County - Elections Mercantile Space
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Diego Delgadillo ( <b>Holt Construction Corp.</b> )
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	5/5/2023
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
<b>EXECUTED:</b>	No	<b>SIGNED CHANGE ORDER RECEIVED DATE:</b>	
		<b>TOTAL AMOUNT:</b>	\$2,406.24

**POTENTIAL CHANGE ORDER TITLE:** CE #018 - Electrical CO Per RFI 15

**CHANGE REASON:** Unforeseen Conditions / Field Conditions

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*  
CE #018 - Electrical CO Per RFI 15

- RFI#15 Exhaust Fans Power & Control Bid Summary
  - Supply/Install additional power to (4) additional exhaust fans
  - Supply/Install (1) new TorkDG100a single channel time clock
  - Supply/Install (4) ½ hp max motor rated switches and covers
  - Supply control programing (schedule provided by others)
  - All work to be done during normal work hours.

The existing exhaust fans were ceiling mounted and tied into the lighting circuit, the drawings stated that there was a roof top fan to be replaced and to reuse that circuit, so there was never an exhaust fan circuit or a roof top exhaust fan. The demolition of the two fans is irrelevant to this pricing.

**ATTACHMENTS:**

[PCO RFI#15 Exhaust Fans Power & Control.pdf](#) , [\\_RFI#15 Exhaust Fans Power & Control Price.xls](#) , [\\_RFI#15 Exhaust Fans Power & Control Bid Summary .pdf](#) , [\\_RFI 15 - Exhaust Fans Control.pdf](#)

#	Budget Code	Description	Amount	General Conditions (5.00% Applies to all line item types.)	Fee (4.00% Applies to all line item types.)	Insurance (2.00% Applies to all line item types.)	Bond (1.00% Applies to all line item types.)	Subtotal
1	26--00- 00._LAB..Sub Electrical - Labor.Subcontractor	RFI #15 Exhaust Fans Power & Control	\$1,153.46	\$57.67	\$48.45	\$25.19	\$12.85	\$1,297.62



#	Budget Code	Description	Amount	General Conditions (5.00% Applies to all line item types.)	Fee (4.00% Applies to all line item types.)	Insurance (2.00% Applies to all line item types.)	Bond (1.00% Applies to all line item types.)	Subtotal
2	26--00- 00._MAT..Sub Electrical - Materials.Subcontractor	RFI #15 Exhaust Fans Power & Control	\$985.46	\$49.27	\$41.39	\$21.52	\$10.98	\$1,108.62
Subtotal:			\$2,138.92	\$106.94	\$89.84	\$46.71	\$23.83	\$2,406.24
Grand Total:								\$2,406.24

Eric Hahnfeld (Hahnfeld Hoffer &  
Stanford)

Tarrant County – Election Mercantile

3333 Quorum Drive, Suite 200  
Forth Worth, Texas 76111

Holt Construction Corp.

50 East Washington Ave  
Pearl River, New York 10965

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE



Department of  
Facilities Management

**DATE:** June 15, 2023

**TO:** Diego Delgadillo  
Holt Construction Corp.

**FROM:** Frank T. Lopez, Assistant Director, Construction Services

**RE:** Elections Mercantile Lease Space Finish Out Project  
  
Notice to Proceed

---

We are in receipt of PCO #7 (Single Phase Motor) in the amount of \$1,278.54. For added electrical scope to change from the originally specified three phase motor to a single phase motor for the 5 overhead doors.

Please be apprised that Holt Construction Corp. is authorized to proceed with the additional work described above. PC #7 is added scope to the contract price and will be reconciled with the next change order.

The description of work and cost breakdown have been reviewed and found to be acceptable. The Contract Time will be increased by zero (0) days for this work.

Please implement PCO #7 into Change Order #2.



**Holt Construction Corp.**

2900 Gateway Drive, Suite 625

Irving, Texas 75063

P: (469) 453-0688

F: (845) 735-4570

**Project: 22-133 - 22-133 - Tarrant County - Elections Mercantile Space**

3333 Quorum Drive, Suite 280

Forth Worth, Texas

---

## PCO #7 - Electrical CO Per RFI 19

---

**Description:** Based on RFI #19, motor for 5 overhead doors have been changed to single phase (120 volts) instead of 3 phase as the original design.

**Cost Impact:** The Proposed Change Order due to RFI #19 totals the amount of \$1,278.54

**Time Impact:** Proposed Change Order will have a time impact on the project, depending on material delivery dates and approved documentation.



PCO #007

Holt Construction Corp.  
2900 Gateway Drive, Suite 625  
Irving, Texas 75063  
Phone: +14694530688

Project: 22-133 - 22-133 - Tarrant County - Elections Mercantile Space  
3333 Quorum Drive, Suite 280  
Forth Worth, Texas

## Prime Contract Potential Change Order #007: CE #021 - Electrical CO Per RFI 19

TO:	Tarrant County – Election Mercantile 3333 Quorum Drive, Suite 200 Forth Worth, Texas 76111	FROM:	Holt Construction Corp. 50 East Washington Ave Pearl River, New York 10965
PCO NUMBER/REVISION:	007 / 0	CONTRACT:	22-133. - Tarrant County - Elections Mercantile Space
REQUEST RECEIVED FROM:		CREATED BY:	Diego Delgadillo (Holt Construction Corp.)
STATUS:	Pending - In Review	CREATED DATE:	5/25/2023
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$1,278.54

POTENTIAL CHANGE ORDER TITLE: CE #021 - Electrical CO Per RFI 19

CHANGE REASON: Unforeseen Conditions / Field Conditions

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

CE #021 - Electrical CO Per RFI 19

- RFI #19 Overhead Doors Bid Summary
  - Supply/Install additional conductors to new panel per revised drawings
  - Supply/Install (5) new 20a breakers per new drawings
  - Supply/Install (5) ½ hp max motor rated switches and covers
  - Supply additional lift time for additional work
  - All work to be done during normal work hours

The deviation from the original design was based on the answer provided by the EOR. Electrical Sheet E-03 was updated. Referenced files included in the attachments.

### ATTACHMENTS:

[RFI 19 - Overhead Door Requirements.pdf](#) , [RFI #19 Overhead Doors Extention Price.pdf](#) , [RFI #19 Overhead Doors Bid Summary \(R&D Elec.\).pdf](#) , [PCO RFI#19 Overhead Doors \(R&D Elec.\).pdf](#)

#	Budget Code	Description	Amount	General Conditions (5.00% Applies to all line item types.)	Fee (4.00% Applies to all line item types.)	Insurance (2.00% Applies to all line item types.)	Bond (1.00% Applies to all line item types.)	Subtotal
1	26--00-00._LAB..Sub Electrical - Labor.Subcontractor	Electrical CO Per RFI 19	\$571.22	\$28.56	\$23.99	\$12.48	\$6.36	\$642.61



#	Budget Code	Description	Amount	General Conditions (5.00% Applies to all line item types.)	Fee (4.00% Applies to all line item types.)	Insurance (2.00% Applies to all line item types.)	Bond (1.00% Applies to all line item types.)	Subtotal
2	26--00-00._MAT..Sub Electrical - Materials.Subcontractor	Electrical CO Per RFI 19	\$565.28	\$28.26	\$23.74	\$12.35	\$6.30	\$635.93
Subtotal:			\$1,136.50	\$56.82	\$47.73	\$24.83	\$12.66	\$1,278.54
Grand Total:								\$1,278.54

Eric Hahnfeld (Hahnfeld Hoffer & Stanford)

Tarrant County – Election Mercantile

Holt Construction Corp.

3333 Quorum Drive, Suite 200  
Forth Worth, Texas 76111

50 East Washington Ave  
Pearl River, New York 10965

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE