

Sent by Jeff Michaud on Apr 28, 2026

Sent



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6060 Valhalla Ave. - Banana Bay Retaining Wall
Key Concepts Realty Inc.
Phone: 8504925462
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Job Address:
6060 Valhalla Ave.
Pensacola, FL 32507

Print Date: 5-26-2026

0001 Change Order

Change Order ID: **0001**

Phase 1 — Permitting approval with DEP and County: Complete

Phase 2 — Choosing Subcontractor: (not awarded to Contractors' bid. They chose their subcontractor. The contractor stopped the job and requested to meet with the engineer.

After meeting with the engineer on the job-site, the following was determined between the contractor, engineer, property manager and president of the board: the subcontractor's bid to the association work performed or proposed was not aligned with the engineered plans and scope of work. The job was stopped by the contractor to meet with the engineer to examine the scope and the subcontractors' expectations. After the meeting with the subcontractor, it was determined that he did not bid according to the scope of work, and he has adjusted his bid and this is the change order along with the site visits for the contractor to make certain the job is done according to the plans and specifications. Phase 3 — Michaud Builders Inc. is accepting the conditions as is and is now adding the contractors fees to coordinate all communication with the subcontractor to coordinate and ensure compliance.

The additional costs are as follows:

- **Excavation & Hauling**
Remove additional earth at the wall section nearest the property line and legally dispose of material offsite.
- **Temporary Shoring**
Provide labor and materials to install temporary shoring to stabilize existing conditions and ensure job-site safety.
- **Wall Alignment Adjustments**
Construct new wall alignment in accordance with engineered plans and site constraints.
- **Shoring Removal**
Remove and dispose of temporary shoring upon completion of structural work.
- **Footer & Keyway Corrections**
Install footer key ways per engineered plans and correct non-compliant areas as required to meet design specifications.
- **Wall Construction Compliance**
Perform all work necessary to construct the retaining wall in accordance with engineered plans and specifications, including labor and materials not included in the subcontractor's original scope.
- **Plan Distribution**
Provide two (2) complete sets of engineered plans:
 - One maintained on-site
 - One for coordination between Contractor and subcontractor

- **Construction Oversight (GC Services)**

Provide five (5) Contractor site visits for coordination, inspection, and quality control.

- **Engineering Coordination**

Coordinate and attend one (1) additional site meeting with Engineer of Record for review and acceptance of work in accordance with design intent.

- **Project Closeout Walkthrough**

Conduct one (1) final walkthrough with Board President and Property Management for project acceptance.

Items	Description	Price
Change Order 03300 Site Work Subcontractor	Please see details	\$22,850.00

Total price: \$22,850.00

Please approve this Change Order if you would like to confirm the adjustment to your original Scope of Work. By approving, you acknowledge the adjustment to the construction schedule and will be invoiced upon approval or in a subsequent draw. Prompt payment is appreciated, so we can continue to move forward with the project in a timely manner.

Approval Deadline: Jun 23, 2026

Required clients

Signature	Name	Date