



August 21, 2025

Rebecca Westover
Mountain View Whisman School District
1400 Montecito Ave
Mountain View, CA 94043

**RE: Change Order #3 Justification: Mountain View Whisman School District Phase 4-5 HVAC Project
– EF Brett & Company**

Item #1 – Crittenden Middle School Trenching Work Credit (PCO #3)

This change is due to a design revision. During construction, the Contractor identified a significant amount of underground utilities in the planned trenching area for the electrical conduits. To avoid conflicts with these utilities, the conduit was relocated above ground. This change order reflects the labor and material costs associated with the trenching work that was no longer required. **(\$3,577).**

Item #2 – Monta Loma Elementary School Metal Roof Framing (PCO #4R1)

This change is the result of an unforeseen condition. During construction, the Contractor found that the structural framing at the Monta Loma roof did not match the detail in the design drawings. As a result, RFI 29.1 was generated. This RFI provided the Contractor with a revised detail which required the Contractor to remove existing rigid insulation and install blocking to reinforce the mechanical curb support. This change order reflects the labor and material costs associated with the revised structural detail at the Monta Loma roof. **\$1,531.**

Item #3 – Monta Loma Elementary School Louver and Electrical Structure (PCO #5)

This change is the result of additional design information. During construction, the Contractor submitted RFI 33 requesting attachment details for 2 louvers and 1 electrical panel at the Monta Loma library. The design team provided details for these attachments. This change order reflects the labor and material costs associated with the added attachment details as referenced above. **\$3,269.**

Item #4 – New Fire Smoke Damper Installation at Graham Middle School (PCO #8)

This change is the result of additional design information. During construction, the Contractor submitted RFI 21.1 noting the existing conditions were not called out to be demolished, but a new fire smoke damper was needed at this location. Then design team confirmed this observation was correct. This change order reflects the labor and material to install a new fire smoke damper at the Graham Middle School Kitchen. **\$8,633.**

Item #5 – Crittenden Middle School Girls Locker Room Ductwork (PCO #9)

This change is the result of additional design information. During construction, the Contractor submitted RFI 16.1 noting that the existing duct work at the girls locker room needed to be re-routed to avoid conflicts with the new design. As a result, the design team provided a sketch revising the routing of the existing duct work. This change order reflects the labor and material costs associated with the revised duct work routing. **\$17,886.**

Item #6 – Crittenden Middle School Curb Adapters (PCO #10)

This change is the result of an unforeseen condition. During construction, the Contractor found that the existing curb did not match the footprint of one of the new mechanical units on the roof. As a result, curb adapters were used to fit this unit with the existing curb and avoid demolition of the curb. This change order reflects the labor and material costs associated with the added curb adapters. **\$6,659**

Item #7 – Monta Loma Elementary Unistrut (PCO #12)

This change is the result of an unforeseen condition. During construction, the Contractor found that the existing conditions on site did not allow them to achieve 6” anchorage of the condensing unit. As a result, RFI 35 was generated, which directed the Contractor to use Unistrut channels to achieve the anchoring requirements. This change order reflects the labor and material costs associated with the added unistrut. **\$1,056**

Item #8 – Crittenden Middle School Makeup Air Unit Framing Modification (PCO #13)

This change is the result of a design revision. During construction, the Contractor noted in RFI 42.1 that the new Makeup Air Unit at the Crittenden Middle School Kitchen needed 3 feet of clearance around the perimeter per code requirements. As a result, additional roof framing and duct re-routing were needed to accommodate this shift. This change order reflects the labor and material costs associated with the Makeup Air Unit shifts. **\$33,000.**

Item #9 – Monta Loma ES and Crittenden MS Linkage at Team Enclosures (PCO #14R1)

This change is the result of a design change. During construction, the Contractor noted that the team enclosures at Monta Loma and Crittenden called out for access panels, but there were no access doors called out to access these panels. As a result, the design team confirmed linkage is acceptable at these units to avoid modify surround book cases, electrical, and other existing conditions. This change order reflects the labor and material costs associated with the linkage work noted above. **\$16,496.**

Item #10 – E Bike Contract Deduct (PCO #15)

During construction, a pass-through gate from campus to the bus yard was left open. As a result an electric bike owned by a MVWSD employee was stolen. This change order covers the replacement cost for this electric bike. **(\$1,854)**

Total Cost of Change Order #3 - \$83,099

In our capacity as the District’s Construction Manager we have completed a review of Change Order #3.

The total Change Orders to date is: (\$1,163,169).

Based upon the review of the merit and the compensation, it is our recommendation that you approve this change order. If you have any questions, please do not hesitate to call.

Sincerely,
Greystone West Company

A handwritten signature in cursive script, appearing to read "Shelby Hession".

Shelby Hession
Project Manager

Change Order No. 3

Mountain View Whisman School District Phase 4-5 HVAC Project

Project: **Mountain View Whisman School District
Phase 4-5 HVAC Project**

C.O. #: 03

Owner: **Mountain View Whisman School District
1400 Montecito Ave
Mountain View, CA 94043**

Contractor: **EF Brett & Company
1435 Technology Lane
Petaluma, CA 94043**

Date of Issuance:
August 21, 2025

You are directed to make the following changes in this Contract:

Change Order Request (COR) number(s): 3

PCO #3 Crittenden Trenching Work	(\$3,577)
PCO #4R1 Monta Loma Metal Roofing Framing	\$1,531
PCO #5 Monta Loma Louver and Electrical Structure	\$3,269
PCO #8 New FSD Installation at Graham	\$8,633
PCO #9 Crittenden Girls Locker Room Ductwork	\$17,886
PCO #10 Crittenden Curb Adapter	\$6,659
PCO #12 Monta Loma Unistrut	\$1,056
PCO #13 Crittenden Makeup Air Unit Framing Modifications	\$33,000
PCO 14R1 Monta Loma & Crittenden Linkage at Team Enclosures	\$16,496
PCO 15 Electric Bike Contract Deduct	(\$1,854)

Total amount for Change Order No. 3

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Total: **\$83,099**

"The undersigned Contractor approves the foregoing as to the changes in work, if any, and as to the Contract price specified for each item and as to the extension of time allowed, if any, for completion of the Project as stated herein, and agrees to furnish all labor, materials, and service and to perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of claims which have no basis in fact or which Contractor knows are false are made at the sole risk of the Contractor and may be a violation of the False Claims Act, as set forth in Government Code §§12650 et seq. It is understood that the changes to the Contract Documents set forth herein shall only be effective upon approval by the Governing Board of the District. "It is expressly understood that the value of the extra work or changes expressly includes any and all of the Contractor's costs and expenses, both direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project. Any costs, expenses, damages, or time extensions not included herein are deemed waived."

The original Contract Sum was

\$5,640,000

Change Order #1

(\$1,295,000)

Change Order #2 \$48,732
Change Order #3 \$83,099
Revised Contract Amount \$4,476,831
The Contract Time Will be increased by 0 Days

Construction Manager
Greystone West

621 W. Spain St.
Sonoma, CA 95476

CONTRACTOR
EF Brett & Company

1435 Technology Lane
Petaluma, CA 94043

OWNER
Mountain View Whisman
School District
1400 Montecito Ave
Mountain View, CA 94043

BY: 

DATE: 8.13.25

BY: *Anthony Alfaro*

DATE: 8/12/25

BY:

DATE: