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CHANGE ORDER PROPOSAL

building enclosure
consulting services



Grand Panama - Change Order #1

Project Address

11807 Front Beach Rd, , FL
Panama City Beach, FL 32407

Date Submitted:
April 06, 2026

Proposed by:
Max Saeman

ADDITIONAL SERVICES - CONTRACT ADMINISTRATION

1. Contract Administration:

- A. BECI will conduct bi-weekly Job Progress Meetings with the approved Contractor, Sub-Contractors, Material Manufacturer Representatives, and Board Representative(s). Topics to be discussed during the course of this meeting shall include, but are not limited to the following:
 - 1. Safety
 - 2. Review of executed work and 2-week look ahead.
 - 3. Review of Contractor's Schedules and additional Submittals and/or Shop Drawings.
 - 4. Review Consultant's previous Quality Assurance site observations.
 - 5. Review Construction Directives, Pay Applications, and any proposed Change Orders.
 - 6. Q & A.
 - 7. Minutes of this meeting will be recorded, transmitted, and become part of the Contract Documents. All submittals will be reviewed for compliance with Industry Standards and the Contract Documents.
- B. BECI will conduct periodic observations on a weekly basis of the work in progress, to determine if the work observed is in compliance with the Contract Documents. Observation reports will be developed and shall include, but not be limited to the following information:
 - 1. Date of the inspection.
 - 2. Areas of work performed in compliance and items of work performed not in compliance with the Contract Documents.
 - 3. Weather conditions and 24-Hour forecast.
 - 4. Notification of individuals' onsite, such as material representatives or building inspector.
 - 5. Problems and Resolution section for future matters.
 - 6. Photograph documentation of typical areas observed.
- C. BECI will review each of the Contractors Application and Certificate for Payment (Payment Applications), lien releases, as well as any accompanying change order documents. Each application will be reviewed for accuracy and compliance with the terms of the Contract and then provide these documents to the Owner with a recommended course of action.

YOUR INVESTMENT

Description	Price	Qty	Subtotal
Additional Services - Contract Administration As outlined in Additional Services scope. Note: Contract Administration Services are billed at a Weekly Rate. The original contract included 16-weeks of Contract Administration services. The agreed upon contractor's project duration is 33 weeks. In order to account for the duration of the construction activities, this change order adds an additional 17-weeks of Contract Administration services. If additional site visits are required, BECI shall request written approval from the client prior to exceeding enumerated site visits at the weekly rate provided herein.	\$2,025	17	\$34,425
* - Plus Expenses ** - Expenses Included <i>We understand that the Total Lump Sum Contract Fee is for budgetary purposes only and the fee for actual services provided may vary due to an increase or decrease in the quantity of services requested.</i>			
Total			\$34,425

Please Note:

This Change Order forms a part of the Contract Documents and modifies the original Contract for Professional Services between BECI and the Client, which is dated **July 25, 2025** and executed on **August 12, 2025**.

BECI shall proceed with the services described in this Change Order upon receiving an executed copy of this Change Order.

All proposed services of work not specifically described are hereby not included within this Change Order, unless otherwise agreed to in writing by both parties.

Invoicing shall be submitted on a monthly basis corresponding to the percentage of work performed by BECI and the previously agreed upon Terms within the original Contract and this Change Order.

Contract Values	Subtotal
<i>Original Executed Contract Value</i>	\$72,400
<i>Previous Accepted Change Order Value</i>	\$0
<i>Current Change Order Value</i>	\$34,425
New Total Contract Value	\$106,825

NEXT STEPS

1. Please review this proposal in detail prior to accepting. The previously agreed upon Terms & Conditions within the Original Contract will be carried during this change order. We want to ensure you are 100% comfortable with everything presented.
2. If you have any questions at all, please contact me at (201) 913-6505 or msaeman@be-ci.com for clarification or further discussion.
3. Once you are ready to proceed, please click '**Accept Proposal**' and **sign** below. Once accepted, you will receive an email with the completed proposal for your records.



April 06, 2026

BECI-Florida, LLC. | Michael Fell, *Chief Financial Officer*



2026-05-19 18:04:14 (ADT)

May 19, 2026

FirstService Residential | Brad Coleman, *President, Grand Panama Board of Directors*

THANK YOU

Hello Brad,

When **BECI** began in the mid 90's it was started with a passion for solving problems. Our founder Jim Fell Sr. infused our core values of People, Knowledge, Servant, and Balance into everything he did as he grew from a one man operation to a full blown engineering corporation. Mr. Fell's passion is still alive today in everything we do at **BECI** and you will soon experience what consulting should be. At **BECI**, YOU are our mission. Our sole focus is providing you with the best service possible while providing sound advice as you navigate the waters of the most critical elements of your building so that we can continue to serve you year after year; project after project. Our team utilizes our "Sensible Approach to Building Enclosure Solutions" to ensure that when we solve problems, it's the most effective solution, not the most costly.

Welcome to the **BECI** family!

We know you have many choices in consultants and are humbled you chose us, THANK YOU! I know you will not be disappointed.

Regards,



Joseph Ferrell, PE

CEO

BECI LEADERSHIP TEAM



Joseph Ferrell, PE, RRC
Chief Executive Officer



Michael Fell, RWC, RS
Chief Financial Officer



Jimmy Fell, CSI, CDT
Chief Experience Officer



Josh Tatum, PE, RRC, RRO
Chief Operations Officer