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**Re: Highwaymen Museum Change Order**

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**From** Gelencia Carter <gcarter@cityoffortpierce.com>

**Date** Fri 6/6/2025 10:43 AM

**To** Audria Moore <amoore@cityoffortpierce.com>

Great day, Audria!

I reviewed the CAO memo, and I agree that it is appropriate to issue a change order to accommodate additional work. Change orders typically address adjustments to the scope of work (SOW), materials, timelines, or costs. They often arise due to unforeseen site conditions, design revisions, or client requests.

For further details regarding change orders and to ensure that the additional work is acceptable and permissible, please refer to Article 13 of the fully executed contract.

Regards,

**Gelencia Carter | Purchasing Manager | City of Fort Pierce**

Phone: 772.467.3749 Fax: 772.467.3848 100 North U.S. 1 Fort Pierce 34950

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**From:** Audria Moore <amoore@cityoffortpierce.com>

**Sent:** Friday, June 6, 2025 7:22 AM

**To:** Gelencia Carter <gcarter@cityoffortpierce.com>

**Subject:** Highwaymen Museum Change Order

GREAT DAY, Genny!!

Do you have some time this morning to discuss the paragraph 2 of the attached memo?

Gratefully yours,

*Audria*



**Audria V. Moore, PMP**  
**Special Projects Coordinator**

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