



### Contract Amendment Cover Sheet

Site Name:	Date:
Project Name:	Project #:
CM Name:	DSA File #:
Consultant:	Amendment #:

Original Contract Amount: \$ \_\_\_\_\_ Total Amendments to Date: \$ \_\_\_\_\_

Consultant Proposed Cost: \$ \_\_\_\_\_ Amount Recommended for Approval: \$ \_\_\_\_\_

Reason for Change

Change Document Attachment(s): \_\_\_\_\_

Cost is fair, reasonable, and within industry standards.

### Proposed Basis of Dollar Adjustment

Lump sum      Increase      Decrease of \$ \_\_\_\_\_

### Contract Time

Increased by \_\_\_\_\_ calendar days


Decreased by \_\_\_\_\_ calendar days

Unchanged

### Project Manager Signature

The signature below indicates that the Project Manager assigned to this project has thoroughly reviewed the scope of the project and circumstances associated with the change, in detail, and has deemed the above and attached information to be accurate, and the Change justified.

Firm: \_\_\_\_\_ Print Name: \_\_\_\_\_

Signature:  Date: \_\_\_\_\_

December 14, 2018

J. Wade Roach  
Napa Valley Unified School District

**RE: Irene Snow Elementary School - TLCD Project Number 16060.00**

**Additional Services Request 5 – Lunch Shelter DSA approval.**

Dear Wade,

Please see the following Additional Services request, for services related to the new pre-checked lunch shelter to be constructed on the new Irene Snow Elementary School campus.

**OTC DSA APPROVAL OF LUNCH SHELTER**

The District intends to purchase a 30'x40' DSA pre-checked lunch shelter from a vendor through a purchasing contract for the new Irene Snow Elementary School campus. The vendor will provide drawings and engineering for the lunch shelter. Additional services include the following, in summary:

1. Coordinate with lunch shelter vendor.
2. Prepare drawings including title sheet, code analysis plan, and site plan.
3. Prepare all materials required for DSA approval through the over-the-counter process, including drawings and DSA forms.
4. Attend DSA backcheck appointment.
5. Construction administration and closeout as required by the DSA construction oversight process.

**TOTAL FEES**

A fixed fee plus reimbursable expenses by discipline as indicated below:

• TLCD Architecture	\$ 8,375
Total	<b>\$ 8,375</b>

We look forward to continuing the work with you on this important and exciting project. Please feel free to contact me with any questions or comments.

Sincerely,



Brian C. Wright, AIA  
Principal