



HIBSER YAMAUCHI Architects, Inc.

July 11, 2019

**Rebecca Westover**

Chief Business Officer  
Mountain View Whisman School District  
1400 Montecito Avenue  
Mountain View, CA 94043

**Re: Additional Service Fee Proposal for Scope Changes at Graham Middle School**

Ms. Westover:

Thank you for the continued opportunity to work on projects in your District. At this time, we are requesting additional fees for scope changes to the Portable Refresh project at Graham Middle School.

We were recently informed by Juan Sagarra, construction manager from Greystone West, that the scope of work at Graham Middle School would need to be expanded in order to obtain licensing as a pre-school. This change includes adding two gates and new fencing in order to enclose the exterior play space between Portables 51-52 and 53-55. Additional documentation and coordination by HY will be necessary to accommodate the requested scope change. The resulting Additional Services include:

- Meetings with CM to review scope and proposed layout.
- Field-measure and photograph existing conditions.
- Construction drawings to show fencing and gates.
- Prepare outline product specifications.
- Preparation of addendum to submit changes to DSA and obtain approval.
- Assist CM with reviewing contractor quotes.
- Construction contract administration (added to regular weekly meetings).
- Architectural project management and client communications.

**Additional Services Fee Proposed:**

Work as outlined above:        \$3,125.00

Please feel free to call with any questions.

Sincerely,

Agreement and Acceptance:

  
\_\_\_\_\_  
W. Lee Pollard, Principal

\_\_\_\_\_  
Rebecca Westover, CBO

\_\_\_\_\_  
Date