



**SERVICE AGREEMENT CHANGE ORDER
NO. 02**

**Dated: July 17, 2024
Project No. 2308004**

Project: Spackman-Davis Farmhouse Roof
Client: Caln Township

Gilmore & Associates, Inc.

Service Agreement Date: August 8, 2023

Service Change Order Agreement for Professional Services

(The terms and conditions attached as Exhibit "C" to the original Service Agreement shall be considered a part of this Service Agreement Change Order.)

Our original contract included design and bidding services through "recommendation to award contract" letter. We would like to propose additional services for construction contract administration and construction observation as follows:

1. Issue a "Notice of Intent to Award Contract" letter to the Contractor after the project is authorized to be awarded by the Board of Commissioners (BOC).
2. Oversee receipt of signed agreements, bonds, and insurance certificates and compile and distribute contract manuals to the Township and the Contractor.
3. Schedule and conduct a pre-construction meeting and distribute minutes of the meeting.
4. Review and approve material submittals.
5. Respond to Contractor Requests For Information (RFIs) during the course of construction.
6. Review and approve Contractor's applications for payment.
7. Review Contractor change order requests, if any, and prepare contract documents accordingly.
8. Attend Board of Commissioners meetings to present payment and change order requests for the BOC's consideration.
9. Provide construction observation services in the form of an average of 3 site visits per week during the period of construction activity (assumed to be 8 weeks).
10. Prepare punchlist at substantial completion and subsequently verify completion of punchlist items.

Fees

Gilmore & Associates will provide the services described above for a "Not-to-Exceed" fee of \$39,730.00. Reimbursables such as mileage and reproduction, etc. will be billed in addition to this fee, per the original services agreement.

Services Agreement price prior to this Amendment	\$29,660.00
Increase resulting from this Change Order No. 2	<u>\$39,730.00</u>
Current Services Agreement price including this Change Order	\$69,390.00

Client's Authorized Representative:

Print & Date

Authorized Signature

Accounts Payable Billing Address:

(G&A's preferred method of billing is to transmit an electronic invoice in PDF format. However, if an email is not available, please provide a billing address below.)

Email Address

Phone Number

Address same as mailing address

Gilmore & Associates, Inc.'s Authorized Representative:

Ross A. Bickhart, P.E.

Print & Date

Authorized Signature