



Hazen and Sawyer
9101 Southern Pine Boulevard, Suite 250
Charlotte, NC 28273 • 704.357.3150

June 19, 2018

Virginia Spillman, P.E.
Engineering Manager
2602 S Elm-Eugene Street
Greensboro, NC 27406

**Re: Townsend WTP Construction Services
Change Order Request 2 - Contract No. 2016-390**

Dear Ms. Spillman:

Thank you for considering Hazen's request to provide additional Construction Phase Services for the Townsend WTP Basin and Filter Improvements Project. We propose this work as Change Order No. 2 to our existing contract No. 2016-390. The reasons for this request are as follows:

- Hazen's Construction Phase Services are based on a 27-month construction period ending in June 2019 (reference Hazen Change Order Request - June 16, 2017 and approved Change Order - August 2017). The current construction schedule indicates that construction will continue through September 2019.
- To provide for extended construction phase services through September 2019, we request Change Order No. 2. Change order No. 2 presents an opportunity to extend MWBE participation in the project. Hazen will continue to lead the on-site construction efforts, and we will extend our services and the services of CriTek Engineering Group, subconsultant, with Mr. Cleyton Barber extending his role as the on-site representative.
- CriTek Engineering Group will exhaust all hours in their existing contract by July 2018. To secure the continued service of Mr. Cleyton Barber as the on-site representative, Change Order No. 2 is necessary.
- To offset a portion of the increased costs associated with Change Order No. 2, the contract amount for SL King and associates will be reduced. SL King's construction phase services (which are limited to electrical review and inspection) are projected to be less than originally anticipated.

The proposed change order amount, as summarized in Table 1, is \$123,145 and will be invoiced on a Not-To-Exceed Basis, increasing the Total Contract Amount to \$1,849,300. The MWBE percentage for the total project after Change Order No. 2 will be 26.1 %.

Table 1
Change Order No. 2
Summary of Cost and MWBE Changes

	Total	SL King and Associates	CriTek Engineering Group
Original Contract Amount	\$1,537,000	\$265,920	-0-
Original % MWBE	265,920	17.3%	-0-
Change Order No. 1	189,155	-0-	170,240
Change Order No. 2	123,145	(138,870)	185,000
Revised % MWBE	26.1%	6.9%	19.2%
Revised Total Amount	\$1,849,300	\$127,050	\$355,240

Should you have any questions please contact me. We look forward to continued work with the City on this project.

Very truly yours,



Jay Jackson, PE
Vice President

Enclosures
cc: Guffey, Jay (City of Greensboro)
Hazen: File 31184-003