



September 18, 2014

EXHIBIT A  
Page 1 of 2  
COF Contract No. 2012-0188  
Amendment #1

Mr. William Banks  
City of Franklin, TN  
109 Third Avenue South  
P. O. Box 305  
Franklin, Tennessee 37065

**Re: Hillsboro Road (Phase 1) Construction Administration Services  
COF Contract No 2012-0188**

Dear William:

In follow up to the attached letter dated September 5, 2014, the requested additional fee of \$3,500 is due to the following:

- A budget amount of \$54,100 was negotiated with the City in January, 2014. At that time, we had cut our projected budget per the request of the City in order to attempt to keep fees to a minimum. The budgeted fee, as of August 31, 2014, has been exceeded by almost \$600. At this time we are requesting additional fee to cover the additional labor and expenses incurred by our office, as well as our electrical engineering sub-consultant, to perform the punch list and assist in project close out, as well as any additional labor that may be incurred to assist in project close out.

We appreciate you facilitating approval for this additional fee, and please let me know if you would like me to prepare an amendment to the current agreement, or if this will be handled by the City.

Please let me know if I can be of further assistance in this matter. Thank you.

Yours very truly,

A handwritten signature in blue ink, appearing to read 'Paul J. Roszak'.

Paul J. Roszak, RLA, ASLA, LEED GA

Enclosure



September 5, 2014

EXHIBIT A  
Page 2 of 2  
COF Contract No. 2012-0188  
Amendment #1

Mr. William Banks  
City of Franklin, TN  
109 Third Avenue South  
P. O. Box 305  
Franklin, Tennessee 37065

**Re: Hillsboro Road (Phase 1) Construction Administration Services  
COF Contract No 2012-0188**

Dear William:

Attached please find Invoice Number 13382-15 for the Hillsboro Road (Phase 1) Construction Administration Services.

Please note that with this invoice we have exceeded the budgeted contract amount by \$593.91. At this time we are requesting that a budgetary amount of \$3,500 is authorized to cover the current \$593.91 gap as well as additional time that may be required for this phase of the project. If this amount is not sufficient to complete the Construction Administration services, an additional request will be made; however, we believe that since construction of the project is substantially complete, little further time will be required. The budgetary amount of \$3,500 anticipates that further site visits/inspections by EG&G and PTA will not be required.

We appreciate you facilitating approval for this additional fee, and please let me know if you would like me to prepare an amendment to the current agreement, or if this will be handled by the City.

Please let me know if I can be of further assistance in this matter. Thank you.

Yours very truly,

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Paul J. Roszak, RLA, ASLA, LEED GA

Pjr

Enclosure