



October 20, 2020

Mr. Scott Cope/Ken Elwert
City of Rochester Hills
1000 Rochester Hills Drive
Rochester, MI 48309

RE: Borden Park New Office Construction Documents

Dear Scott and Ken,

Thank you for considering H2A Architects to provide further services for Borden Park. We look forward to this project.

The scope of work will include design development, construction documents & specifications for the approved schematic design (2B) for a new park office . Services will also include bidding and award assistance and construction administration assistance.

Our deliverables shall include a construction documents and specifications.

We anticipate our work for this phase to take 120 days to complete the construction documents portion of our work scope, upon notice to proceed.

Our fees for the services described shall be billed hourly. See attached estimate.

Please review the attached Design Services Agreements; they include a breakdown of services and related fees. This fee indicated represents the scope of work known at this time. Please sign and return to H2A Architects as our authorization to continue services on this project.

Thanks again!

Sincerely,

A handwritten signature in blue ink, appearing to read 'JH', is written over a light blue circular stamp.

Jackie Hoist, AIA
Project Manager

JSH/jsh

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