

November 19, 2004



Ms. Jean Farris
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309

**Re: Additional Services
THA BD #04-083-118**

Dear Jean:

Thank you for considering THA for architectural services for the re-roofing of the historic VanHoosen Farm House, Red House and Gazebo. Our fee for this project shall be \$5000.00 (Five Thousand Dollars), and shall include the following.

THA will provide:

- Specifications and details for the historic re-roofing
- Assistance consultation for bidding and recommendations for award.
- Construction administration including:
 - Pre-construction meeting
 - Review of contractors work and progress
 - Review of submission of materials
 - Review of pay requests
 - Preparation of punch lists
 - Follow-up of punch list
 - Consultations with contractor

Thank you again for considering THA. It is always a pleasure working with the City of Rochester Hills and the Parks and Museum staff.

We are ready to proceed at your direction.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jackie S. Hoist'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jackie S. Hoist, AIA

JSH/jrs

cc: Alan Buckenmeyer
Pat McKay
THA File