

Additional Services Request

Number: 02
Date: March 30, 2026

Rochester Hills Nowicki Park

PROJECT NAME

25021

A3C PROJECT NUMBER

A3C/Matrix Engineering/RDA

REQUESTED BY

\$256,505.00

CURRENT APPROVED CONTRACT AMOUNT

City of Rochester Hills

CLIENT

N/A

CLIENT PROJECT NUMBER

Ken Elwert/Lisa Cummins

CLIENT REPRESENTATIVE

February 12, 2025

LAST CONTRACT DATE

CONTRACT CHANGE SUMMARY:

Per the request of the City of Rochester Hills, A3C has been asked to perform Construction Administration Services in addition to those included in the base contract, as follows:

Additional On-Site Representation

The base proposal presumed a 12-month period for building and pavilion construction. During this timeframe, bi-weekly Owner-Architect-Contractor construction meetings were estimated, the majority of which would be through videoconference. Bimonthly in-person site visits were provided. In addition, two site visits were estimated for the punch list process at substantial completion of the project, for a total of eight site visits in the base proposal.

During a meeting held on March 20, 2026, attended by Ken Elwert, Lisa Cummins, and Mike Viazanko, of Rochester Hills, as well as Don Barry and Ed Alonso of A3C, it was agreed that A3C should provide for an additional (12) twelve in-person site visits in order to provide the level of service during the construction period desired by the City.

This request provides for these additional site visits, for a total of (20) twenty. Reimbursable expenses are included. We have provided a unit price for each additional site visit and hereby agree that the City will be invoiced for only those visits that are actually used. If all of these visits aren't used, the City will not be charged for the unused portion.

DESCRIPTION OF CHANGE	REQUESTED BY	AMOUNT
Construction Administration (charge per additional site visit)	A3C	\$1,595
TOTAL AMOUNT (12 additional site visits):		\$19,140

CLIENT APPROVAL

(Please sign and return to A3C. NOTE: Client approval required prior to proceeding with the work.)

DATE