



## MEMORANDUM

**TO:** Saree Couture, Facilities Manager, City of Billings  
**FROM:** Ronda Carlson, Project Manager  
**DATE:** October 5, 2011  
**RE:** Demolition of Old Naval Reserve Center, Change Order Request #2 for Additional Services

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The purpose of this memo is to request a Change Order for the Construction Administration Phase of this project. Per the City's direction, we have provided additional services that are beyond the Scope of Services outlined in our original Contract.

With this memo we are requesting a Change Order for the following services:

- Additional Irrigation Design and Bidding Services– Irrigation plans, specifications, and details for underground sprinkler system were revised and reissued in order to rebid that package of work. Additionally, CTA met with parks department and other city staff to accommodate the rebidding of this work.

With this request, we have taken the additional cost of these services into account. Therefore, we request a Change Order in the amount of \$3,000.

Please review this proposal and feel free to contact me if you have any questions.

We thank you for the opportunity to offer our services to the City of Billings and we look forward to seeing the project completed.

Approved Signature

Date

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