



Building a Better World
for All of Us®

November 28, 2017

RE: Saint Paul Regional Water Services
Marie Ave Water Tower
SEH No. STPWU 142481 14.00

Issac Afwerke
SPRWS City Project Manager
Saint Paul Regional Water Services
1900 Rice Street
Saint Paul, MN 55113

Dear Issac:

As per the agreement between SEH and SPRWS, preparation of Specifications and Contract Documents was to be completed with one (1) meeting and a maximum of two (2) iterations for review of plans and specifications. In preparation of plans and specifications, SEH has attended two (2) meetings on September 1, 2017 and October 13, 2017 and has completed three (3) iterations for plans and specifications resulting in additional incurred costs.

Please see the following additional costs incurred for the additional meeting and iteration:

- Meeting (October 13, 2017) \$414.76
 - Inclusive of Project Manager and Travel
- Specification Iteration \$1,642.06
 - Inclusive of Project Manager, Engineering, CAD Technician, and Administration
- Total \$2,056.82

If you have any questions regarding this Change Order request or the information contained herein, please contact me at 651.318.0360. We appreciate your consideration and look forward to the successful completion of this project for SPRWS.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.

Chris Wolfgram
Project Manager

CEW

Attachment – Itemized Incurred Costs

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Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196

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Change Order Request Number 1 - Additional Meeting and Specification Iteration						
Itemized Incurred Costs						
		Client	Saint Paul Regional Water Services			
		Project Name	Rehabilitation of the 500,000 Gallon Marie Water Tower			
		Project Number	STPWU 142481			
Additional Meeting (October 13, 2017)						
Project	Task	Expenditure Type	Employee	Quantity	UOM	Cost
142481	1.2 Project Labor		Wolfgram, Christopher E (Chris)	2.5	Hours	\$ 390.96
142481	1.2 Mileage		Wolfgram, Christopher E (Chris)	23.8	Currency	\$ 23.80
				Subtotal		\$ 414.76
Additional Specification Iteration						
Project	Task	Expenditure Type	Employee	Quantity	UOM	Cost
142481	1.2 Project Labor		Wolfgram, Christopher E (Chris)	2.5	Hours	\$ 390.96
142481	1.2 Project Labor		Katzenberger, Chad T	4	Hours	\$ 539.65
142481	1.2 Project Labor		Fulk, Reginald W (Reggie)	1	Hours	\$ 79.05
142481	1.2 Project Labor		Blommel, Melissa R	8	Hours	\$ 632.40
				Subtotal		\$ 1,642.06
				Total		\$ 2,056.82