

April 21, 2010

Catherine, Morretta  
**Director, Parks & Recreation**  
City of Manassas Park  
99 Adams Street,  
Manassas Park, Virginia 20111

**Subject: HDR Contract – Additional Service Request**

Dear Catherine,

The delays which occurred on the Project through no fault of the Project team are well known. The issues with obtaining initial approval from the School Board to start the work school as well as obtaining the actual school building to allow its demolition resulted in at least a six month delay in completion the project. As you know Substantial Completion of the building occurred on December 24, 2009. Final Completion for the building was scheduled for January, 2010. HDR based its fee on providing services through Final Completion of the Project originally scheduled to be completed in early January. However, the delay in obtaining the school resulted in the final sitework being pushed into the winter/spring which was acknowledged in the Change Order approved by the Governing Body in January. Consequently, HDR continues to work on the project and will incur four to five months of unanticipated costs.

While we were expecting that our involvement in the project would decrease dramatically after the building was completed, that has not occurred to the level we were hoping. The severe winter and unanticipated problems completing the punchlist has resulted in a higher than expected level of involvement for HDR.

Therefore we are requesting an increase in our fee to cover the delay and continued level of involvement in the Project. Based upon our cost to date and the work remaining, we believe that an additional \$35,000 is needed. There is approximately \$11,860 remaining in the authorized expense budget. If we are allowed to use \$11,000 of this amount for labor, then our need for additional funds is only \$24,000.

HDR believes that Manassas Park has received an excellent Project for considerably less than was expected only a year ago. We continue to protect

the budget as we move toward completion. Please consider this request and if you are in agreement please process it through the appropriate channels.

Sincerely,

A handwritten signature in black ink, appearing to read "R. D. Solomon", with a long horizontal flourish extending to the right.

Rodger D. Solomon  
Sr. Project Manager