

September 6, 2018

Mr. Charles Ching,  
Community & Economic Development Director  
City of San Pablo, CA 94806

mack<sup>5</sup> Services:

Re: Additional Fee Request – WIC project

Owner's Representative

Dear Mr. Ching:

Project Management

As you are aware, WIC project construction schedule has been extended by at least 3 months due to various reasons. As of end of July 2018, mack5 has billed all of the funds allocated to construction phase in our contract. At the same time, mack5 has incurred additional testing & inspection costs due to schedule extension and contractor requesting inspections on top of City inspections. And as such, we are requesting an additional fee of \$15,000 for construction phase services and \$2,500 for testing & inspection services for the extended period. The additional fee will cover extended construction duration with close out of the project.

Construction Management

Cost Management

Cost Planning

We truly appreciate City of San Pablo giving us the opportunity to work on the project. Please feel free to call me with any questions you may have regarding this additional fee request.

mack<sup>5</sup>

**Headquarters**

1900 Powell Street  
Suite 470  
Emeryville, CA 94608

Kind regards,

**Richmond Office**

322 Harbour Way  
Suite 16  
Richmond, CA 94801



phone 510.595.3020

fax 510.595.1755

Manil Bajracharya  
Principal



Accepted and Agreed by:

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

