



April 16, 2021

Ms. Karen DePersia
Senior Project Manager
Construction Solutions Group (CSG)

via email: karend@csgroup-llc.com

**Subject: Proposal to Provide Additional Commissioning Services
for the Oxford Middle School Project – Change Order Request
State Project No. 108-0043 N**

Dear Ms. DePersia,

Colliers' Commissioning & Energy Services team is pleased to submit this proposal for additional commissioning services to resolve any commissioning issues beyond the original scope of services for the Oxford Middle School Project.

The fee for the additional time needed to provide the additional services is estimated at, and not to exceed, **five thousand dollars (\$5,000)** plus reimbursable expenses.

The table below provides an hourly rate schedule based on our original proposal for each team member for work that may exceed the scope.

2021 Hourly Rates	
Category	Hourly Rate
Director	\$250
Senior Project Manager	\$225
Project Manager	\$200
Assistant Project Manager	\$150

Note: Hourly rates do not include reimbursable expenses such as mileage, tolls, parking, and sustenance. Escalation of Commissioning Agent hourly rates is 4% per year.



Project Leaders

We hope that this submission meets with your expectations. If you have questions or require additional information, you can contact me at (860) 395-0055 ext. 154 or robert.schlitter@colliers.com.

Sincerely,

Robert Schlitter
Senior Project Manager, Commissioning & Energy Services

Your signature in the space provided below and return of a signed copy to Colliers will signify your acceptance of the terms proposed in this letter of agreement and the ability to mutually adjust scope of services and corresponding fees if applicable at a later date. Any changes to this scope must be agreed upon in writing prior to formal modifications of the agreement as set forth in this document.

Name

Signature

Title

Date