



June 10, 2024  
Revised July 9, 2024

Mr. Ivan Cabrera  
20 North Swinton Avenue  
Delray Beach, Florida 33444

RE: Architectural Design & Engineering Services for Delray Beach CRA  
95 SW 5th Ave Development  
**Additional Services Proposal #6 – Extended Construction Administration Services**

Dear Mr Cabrera:

Song + Associates, Inc. respectfully requests approval of this Additional Service proposal for Extended Construction Administration Services due to the following:

1. The initial construction schedule stated the project would be finalized by June 10, 2024. However, due to the execution of the construction, the schedule has been revised to finalize construction by November 15, 2024; adding approximately 5 months to the construction schedule.
2. The original scope of the project intended to have biweekly OAC meetings for the duration of the project. However, due to the dynamics of the construction, these meetings have been occurring on a weekly basis since the beginning of the project and continue to occur weekly.
3. The original scope of the project intended to have biweekly site visits for the duration of the project to monitor the advancement of construction. However, due to the dynamics of the construction, these site visits have been occurring weekly since the beginning of the project and continue to occur weekly.
4. The original scope of the project intended to review approximately 12 Payment Applications to verify the progression of construction. However, with the construction schedule increase, we anticipate the total number to be 17 payment application reviews if the project is completed by November 15, 2024.

**I. PROFESSIONAL FEES**

The proposed net change to our contract amount will be as follows:

Current Contract Value	\$	<b>137,293.00</b>
Additional Service Fee – Extended Construction Administration Services		
Per your July 9, 2024 email, we have reduced the fee.	\$	<b>6,800.00</b>
<b>Proposed New Contract Amount</b>	<b>\$</b>	<b>144,893.00</b>

**Song + Associates, Inc.**  
Architecture • Planning • Interior Design

1545 Centrepark Drive North  
West Palm Beach, Florida 33401  
T : 561.655.2423 F : 561.655.1482

American Institute of Architects / NCARB

Starting from the date of this revised proposal, we will participate in bi-monthly OCA meetings as originally anticipated as typical for projects of this simplicity (and those more complicated). Our participation will continue to occur on Wednesdays at the designated time during the 2nd and 4th weeks of each month only. The earlier bi-monthly OAC meeting will be virtual, and the latter will have representation on-site for this day only. All other CA responsibilities will remain as previously contracted to do.

Acceptance of this Proposal may be indicated by the signature of a duly authorized official of Delray Beach CRA in the space provided below. Returning a signed copy to our office will serve as an agreement between the parties and as a Notice to Proceed. We appreciate this opportunity and look forward to your consideration of this proposal.

Sincerely,



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Robert Castrovinci, AIA, NCARB  
Principal

cc: Lisa Centeno, S+A  
Henrique Certad, S+A  
File

Accepted By: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_