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ARCHITECTURE
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14 June 2018
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Via Email (gbrennan@twpunionschools.com) and Mail

Mr. Gregory E. Brennan
School Business Administrator/Board Secretary
Township of Union Public Schools
2369 Morris Avenue
Union, NJ 07083

**Re: Union High School Media Center HVAC Upgrades and Repairs
Additional Construction Administration Phase Services**

PO# 18-02248

Dear Mr. Brennan,

In accordance with our proposal to the District dated 8 June 2017, Construction Administration Phase, EIA anticipated 2 consecutive month of construction duration as per Scope of Work item #8. Township of Union Public Schools issued a Notice to Proceed to C. Dougherty & Co., Inc. on 28 November 2018. Due to the contractor issues with the completion of the project and the lengthy negotiations with the District Attorneys, the District agreed to extend the final completion by 16 June 2018.

As of today the project is not completed, EIA was informed by the Carrier manufacture representative, that the contractor installed the wrong piping.

EIA has already exceeded the number of site visits covered in our agreement and the project has extended well beyond the anticipated two month duration. We recommend that the Board authorize EI Associates to provide Construction Phase services through the end of this month as an additional service.

We respectfully request a fee of \$2,000.00 to cover the additional construction phase services through 30 June 2018.

Should you have any questions regarding this matter, please contact us.

Very truly yours,

EI ASSOCIATES
Architects &
Engineers, PA

Ralph Nashed
Sr. Project Manager

Cc: EI Distribution