

# Exhibit A

## LETTER OF TRANSMITTAL



QUATTROCCHI KWOK  
ARCHITECTS

Date: May 21, 2019

Project: Bayside Academy Gym

Jose-noel (Joel) Cadiz  
San Mateo-Foster City School District  
1410 South Amphlett Boulevard  
San Mateo, CA 94402

DSA File No.  
DSA App. No.  
OPSC App. No.  
Project No. 1629

We are sending the following:

attached  under separate cover

via: US Mail

Copies	Date	Description
2	5/21/2019	Supplemental Service Fee Request

These are transmitted as checked below:

- for your use                       for approval                       urgent - respond ASAP  
 as requested                       for your signature  
 for review and comment                       original to follow

Comments:

Hi Joel,  
Please review the attached request and, if acceptable, sign and return one copy to my attention at your earliest convenience. Please let us know if you have any questions. Thanks!

Copies to:

From: Carol Tonelli  
Contracts Manager 

If enclosures are not as noted, please inform us immediately.



QUATTROCCHI KWOK  
ARCHITECTS

May 21, 2019

**Jose-Noel (Joel) Cadiz**

Director of Facilities, Maintenance, Operations, & Transportation  
San Mateo-Foster City School District  
1410 South Amphlett Boulevard  
San Mateo, CA 94402

RE: Bayside Academy Gymnasium  
Project No. 1629.00

Dear Joel,

As noted via email a few weeks back and per our recent phone conversation, we are requesting a supplemental service fee for design efforts needed to revise the Trash Enclosure, ADA Parking and EVA gate areas of the project as agreed to between the District the City. As this is work that has been requested post DSA Approval, this does require additional effort from our Civil Engineer, Landscape Architects as well as from QKA. This requires efforts. We have gone ahead with this work ahead of approval to facilitate the builder's layout needs but need your approval to finalize the design changes and the increase in our fee.

We are requesting a supplemental service in the amount of \$16,000, which, when added to our current services fee of \$846,600, will bring the new project fee total to \$862,600.

If this is acceptable, please sign below where indicated and return one signed copy of this letter to the attention of our Contracts Administrator, Carol Tonelli, at your earliest convenience.

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Santa Rosa, CA  
95404  
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A California Corporation

[www.qka.com](http://www.qka.com)

Jose-Noel Cadiz  
May 21, 2019  
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Please let me know if you have any questions.

Sincerely,



Steve Kwok

Please sign below to accept this proposal:

Date

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Jose-Noel Cadiz  
Director of Facilities, Maintenance, Operations and Transportation

SK:tr