



QUATTROCCHI KWOK
ARCHITECTS

Exhibit A

LETTER OF TRANSMITTAL

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.



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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.

636 Fifth St.
Santa Rosa, CA
95404
P: 707.576.0829
F: 707.576.0295
A California Corporation

www.qka.com

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to be 'SKK' with a stylized flourish at the beginning.

Steve Kwok

Please sign below to accept this proposal:

Date

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

SK:tr