



September 19, 2019

Mr. Jose-Joel Cadiz  
Director of Facilities Maintenance Operations and Transportation  
San Mateo Foster City School District  
1410 South Amphlett Blvd.  
San Mateo, CA 94402

**RE: SCOPE ANALYSIS OF CHANGE ORDER #7R2 - ELEVATOR DESIGN REVISION**

Dear Joel:

We have analyzed the elevator redesign change order (#7R2), which was recently approved by the District in the amount of \$124,234. We evaluated which specific items in the change order based on two categories. The first is any work that is added value to the project. These are items that if the correct elevator was originally designed in the bid set, the District would have paid for as part of the bid. The second category consists of additional work, such as re-work, demolished work, or extra work due to the sequencing of this construction change. These out-of-sequence items would not have been provided as part of the bid.

We have classified each change order line item into one of these two categories on the attached spreadsheet. We regret the burden of this design change during construction, and to help rectify this condition, we propose to directly compensate the project for the costs associated with the out-of-sequence work only. This way the District is only paying for the work that would reasonably be assumed to be part of the original bid, had this elevator been specified during design, and not paying for extra work that has no utility or work that has to be demolished and replaced.

- Out of Sequence Work (CAW Responsibility):	\$37,157
- Added Value Work (District Responsibility):	\$87,077
- Total Change Order:	\$124,234

We would prefer to issue a check in this amount either directly to the contractor or directly to the District. We would do not wish to have this amount deducted from our current contract. We have reviewed this item impartially, and hope that you will agree our analysis. Once you've reviewed this information, we would welcome a chance to meet with you to finalize this issue. Thank you for your understanding and consideration.

Very truly yours,

Brent McClure AIA  
Principal - CAW Architects, Inc.