**2016 Edition**

**SE-260 AMENDMENT NO.:**

**REQUEST FOR AUTHORITY TO AMEND A PROFESSIONAL SERVICES CONTRACT**

**AGENCY:**

**PROJECT NAME:**

**PROJECT NUMBER:**

**NAME OF PERSON OR FIRM:**

|  |
| --- |
| **BUDGETARY INFORMATION *(Complete ALL 4 items)*** |
| **1.** | **TOTAL PROJECT BUDGET:** *(Fill in only one box)* |  |  |
|  |  **PIP** *(enter latest A-1 “Total Project Budget”)* |  | $       |
|  |  **Non-PIP** *(enter Agency’s project budget)* |  | $       |
| **2.** | **BASIC SERVICES FEE:** Contract Fee Prior to This Amendment |       |  |
|  |  Change in Fee Per This Amendment |       |  |
|  |  **Total Revised Basic Services Fee:** |  | $ 0.00 |
| **3.** | **ADDITIONAL SERVICES FEE:** Contract Fee Prior to This Amendment |       |  |
|  |  Change in Fee Per This Amendment |       |  |
|  |  **Total Revised Additional Services Fee:** |  | $ 0.00 |
| **4.** | **REIMBURSABLE EXPENSES:** Contract Amount Prior to This Amendment |       |  |
|  |  Change in Amount Per This Amendment |       |  |
|  |  **Total Revised Reimbursable Expenses:** |  | $ 0.00 |

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| **REASONS FOR AMENDMENT:** *(Insert reason in space provide below)*      |

**AGENCY CERTIFICATION AND REQUEST**

I hereby certify that the Agency has reviewed the attached modification proposal, including any cost and pricing data provided in accordance with the requirements of the SC Consolidated Procurement Code and the *Manual for Planning and Execution of State Permanent Improvements-Part II*, and has determined that the proposed fee adjustment is fair and reasonable. I further certify that the Agency has authorized, unencumbered funds available for obligation to this contract, and that it is in the best interest of the Agency to enter into this Agreement to revise the scope of services to be rendered under the aforementioned Project's original Contract and as allowed therein. I certify that the revised scope is within the approved scope and budget for this Project. I hereby request the approval of the Office of State Engineer to execute the attached amendment to the contract for professional services in support of the above-named Project.

[ ]  Change is within Agency Architect-Engineer Contract Amendment Certification of: $

[ ]  Change is not within Agency Architect-Engineer Contract Amendment Certification of: $

**BY:**  **DATE:**

*(Signature of Agency Representative)*

**Print Name:**       **Title:**

**APPROVED BY:** **DATE:**

*(OSE Project Manager)*

**INSTRUCTIONS TO THE AGENCY:**

1. **AMENDMENTS REQUIRING OSE APPROVAL**:

Submit SE-260 and supporting cost and schedule data to OSE Project Manager for review and approval.

1. **AMENDMENTS APPROVED BY AGENCY**:

Submit executed SE-260 and supporting cost and schedule data to OSE Project Manager for information.