**SE-260, Page 2 AMENDMENT REQUEST NO.:**

**AMENDMENT REQUEST SUMMARY –**

**PROFESSIONAL SERVICES CONTRACT**

**AGENCY:**

**PROJECT NAME:**

**PROJECT NUMBER:**

**NAME OF FIRM:**

**This Contract is requested to be changed as follows:** *(Insert description of change in space provided below.)*

|  |
| --- |
| **ADJUSTMENTS IN THE CONTRACT SUM:** |
| **1.** | **REQUESTED CHANGE TO BASIC & SUPPLEMENTAL SERVICES FEE:** |  |  |
|  |  Change in Fee Per This Amendment |       |  |
|  |  |  |  |
| **2.** | **REQUESTED CHANGE TO ADDITIONAL SERVICES FEE:** |  |  |
|  |  Change in Fee Per This Amendment |       |  |
|  |  |  |  |
| **3.** | **REQUESTED CHANGE TO REIMBURSABLE EXPENSES:** |  |  |
|  |  Change in Amount Per This Amendment |       |  |
|  |  |  |  |
| **4.** | **REQUESTED CHANGE TO TOTAL CONTRACT AMOUNT:** |  |  |
|  |  **Total Amendment Amount:** |  | $ 0.00 |

**A/E ACCEPTANCE:**

**BY: Date:**

*(Signature of A/E Representative)*

**Print Name of A/E Representative:**

**Instruction to A/E:** Attach documentation as needed to justify the requested change to the contract and submit to Agency.