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MEMORANDUM

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TO: Martin Montalvo
Operations Manager
Oregon City Public Works Department
122 South Center Street
Oregon City, OR 97045

DATE: 12/7/2017
TEL: (503) 297-1987

FROM: Brandon Dole **cc:** David Hyman Holly Humphrey
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RE: Oregon City Public Works Master Plan

Martin,

This memo is regarding HHPR's invoicing for service performed to date. Our current contract amount is \$118,902 as of June 23, 2017. \$10,065 of the contract amount is allotted to HHPR (includes DECA 10% markup) to complete a preliminary grading plan, preliminary utility plan, preliminary right of way improvement plan, planning narrative and geotechnical review. As of November 6, 2017, HHPR has invoiced \$23,753.13 which is \$13,688 (includes DECA 10% markup) over their contractual amount. The engineering services beyond the original estimated fee were performed during the months of July and August. The services rendered were revisions to the previously completed Drainage Plan, a draft Drainage Report and a revised Grading Plan per the request of the Public Works Department. We request our contract amount be increased by \$13,688 for these services and our invoice dated November 6, 2017 be processed for payment. Let us know if you have any questions or concerns regarding our request.

Thank you,

Brandon Dole
DECA Architecture, Inc

END OF MEMO