



TE2 ENGINEERING, LLC.

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February 25, 2021

Tim Carroll
Town Administrator
401 Middle Road (PO Box 1190)
Chilmark, MA 02535

Re: HVAC Design Engineering Services for Chilmark School- Additional Services

Dear Tim:

We are pleased to provide an additional services proposal to develop Division 23- Heating, Ventilation and Air Conditioning specifications based on CSI Master Format for the Chilmark Elementary School. This work was not captured in the RFP or Contract deliverables and per recommendation of the OPM would be provided at a fixed fee of \$1,200. The Specifications will follow the CSI Master Format outline and will include all of the HVAC equipment and HVAC systems for the project.

This work would be treated as Additional Work per Section 3 of the executed contract. Please respond in writing to confirm this work is approved. Thanks.

Sincerely,

A handwritten signature in black ink that reads "Ross Trethewey".

Ross Trethewey, P.E., M. Eng
TE2 Engineering, LLC.