



June 18, 2002

Patsy Horton  
GIS Division  
Rapid City Planning Department  
300 6<sup>th</sup> Street  
Rapid City, SD 57701

Dear Patsy:

This letter is a change order request for additional funds and an extension to the end date of our current Professional Services Agreement for providing *GIS/IMS Master Plan Update Services* to the City. Per our discussion, we are requesting an additional \$5,000 in funds to cover approximately half (approx. 80 hours) of the staff time and expenses that we have incurred above and beyond the original agreement. In addition, we are requesting a two-month extension to the end date of the original agreement, which would extend the project until July 31, 2002.

We approach the City with this change request to our current agreement in light of the fact that much more time was incurred upfront in the project interview process due to the number of staff we had to interview. This compounded the amount of data analysis and writing that had to be completed to produce the Situation Assessment and Conceptual Design reports. In addition, it has taken longer in calendar time than expected to execute project reports (e.g. development, review, and feedback) due to the extra level of effort as well as some unavoidable scheduling conflicts.

Thank you for your consideration. If this is acceptable, please find attached a completed change order request form that reflects these changes to the original agreement. We can submit signed hardcopies if this form is an acceptable mechanism to file our request.

Feel free to call me if you have any questions.

Sincerely,

Peter G. Thum  
President

Encl.

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