

Nov. 4. 2011 2:21PM

No. 0180 P. 2/3

PO #4500642099

200006093



**pennsylvania**  
DEPARTMENT OF GENERAL SERVICES

October 27, 2011

**[REDACTED]** Project Manager  
Simone Collins, Inc.  
511 Old Lancaster Road  
Berwyn, PA 19312  
FD # **[REDACTED]**

RE: WORK ORDER NO. 1  
Project No. DGS 1101-42, Phase 2  
Parking Lot, International Cultural Center  
Lincoln University  
Chester County, PA

Dear **[REDACTED]**:

Your proposal dated September 30, 2011 for Additional Services for the referenced project is hereby approved.

In accordance with Paragraph B 1 of the 2010 Agreement, you shall be compensated the not-to-exceed amount of \$4,774.00 for Survey Services.

Payment will be made on the basis of actual work performed in accordance with your approved proposal. Invoices must be supported by a breakdown including staff names, rates, hours, dates worked, and tasks performed in accordance with the E/A Project Procedure Manual, subject to reimbursable expense receipts. Reimbursables cannot exceed current state rates. See attached checklist information regarding invoicing procedures for proper processing. Invoices not submitted using the proper invoicing format will be returned.

By receipt of this letter, the Bureau authorizes you to proceed with the work in accordance with this Work Order. Please sign below and fax this letter to the attention of Linda Shambaugh of my staff, at (717) 772-2036. Your prompt response is requested. If you should have any questions regarding this Work Order, please contact Dwight Herrmann, project coordinator, at (717) 787-6609.

Sincerely,

Gary R. Taylor, P.E.  
Director  
Bureau of Engineering & Architecture

APPROVED ELECTRONICALLY  
VIA SAP

Accepted by:

Simone Collins, Inc.

11/4/11

Date

- xc: BPSAS                    EA Professional Agreement File
- Daniel Weinzierl      Central File
- Mike Hudzik            Coordinator: Dwight Herrmann
- Madhu Panday

*Original Agreement PO #4500638856*