

MRCA  
Attachment  
October 19, 2016  
Agenda Item VI(f)

**SWA Los Angeles**

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Los Angeles, California  
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www.swagroup.com

September 1, 2016

Laura Saltzman  
Mountains Recreation and Conservation Authority  
570 West Avenue 26, Suite 100  
Los Angeles, CA 90065

Attention: Laura Saltzman  
Subject: Milton Green Street Park –Construction Administration Additional Service

Gerdo P Aquino  
Ying-Yu Hung  
Ning Deng

Dear Laura:

This letter is in response to your request on August 24, 2016 to provide Construction Administration Services for Milton Green Street. The scope of these services included:

1. Coordinate and revise irrigation drawings to reflect the addition of one new meter on the south side of Milton Street and new power connection to solar array. Revised drawings will be submitted to MRCA in pdf format.
2. Tagging and procurement of street trees (1 day for nursery visit/ travel).
3. Site visit to inspect plant material (Total of 1 visit).
4. Review and responses for landscape and irrigation project related submittals and RFI's.
5. Site observation for irrigation installation (Performed by Sweeney and Associates – 1 site visit).
6. General project coordination with MRCA and project consultants.
7. Project close out review (Total of 2 visits – Punch walk and follow up).

Any Civil (PSOMAS) coordination is excluded from SWA's scope. PSOMAS has been contracted directly under MRCA to provide Construction Administrations services.

These services will be billed to you under our job number MUTn801.G based on a fixed fee basis under the terms and conditions of our original contract with you dated March 25, 2008.

The fee for these services will not exceed \$15,794 without further authorization. We estimate reimbursable expense will not exceed \$500.

In order to meet your schedule requirement, we proceeded with the work, prior to receiving your written authorization. Under these circumstances, it is understood that you are responsible for payment for these services.

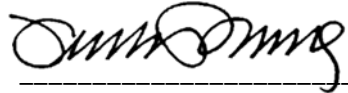
We request your written approval of this authorization for Additional Services by signing and returning one copy of this letter for our files.

If this is not your understanding, or if you have questions regarding the above, please contact me immediately.

**swa**

Sincerely yours,

SWA GROUP



Gerdo Aquino, CEO/ Principal

Contracting Agent

Landscape Architect, CA License #4996

Landscape architects are licensed by the State of California.

Accepted: Mountains Recreation and Conservation Authority

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

GA/to/jr

In order to expedite invoicing, please indicate the following:

**Billing Address:**

Company Name:\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attention: \_\_\_\_\_

Your reference name/number:  
\_\_\_\_\_

Your Purchase Order or Contract Number reference for invoicing:  
\_\_\_\_\_