**SE-260 AMENDMENT NO.:**

**AMENDMENT TO PROFESSIONAL SERVICES CONTRACT**

**AGENCY:**

**PROJECT NAME:**

**PROJECT NUMBER:**

**NAME OF FIRM:**       **CONTRACT DATE:**

**This Contract is changed as follows:** *(Insert description of change in space provided below)*

|  |
| --- |
| **ADJUSTMENTS IN THE CONTRACT SUM:** |
| **1.** | **BASIC & SUPPLEMENTAL SERVICES FEE:** |  |  |
|  | Contract Fee Prior to This Amendment |  |       |
|  |  Change in Fee Per This Amendment |       |  |
|  |  **Total Revised Basic Services Fee:** |  | $ 0.00 |
|  |  |  |  |
| **2.** | **ADDITIONAL SERVICES FEE:** Contract Fee Prior to This Amendment |  |       |
|  |  Change in Fee Per This Amendment |       |  |
|  |  **Total Revised Additional Services Fee:** |  | $ 0.00 |
|  |  |  |  |
| **3.** | **REIMBURSABLE EXPENSES:** Contract Amount Prior to This Amendment |  |       |
|  |  Change in Amount Per This Amendment |       |  |
|  |  **Total Revised Reimbursable Expenses:** |  | $ 0.00 |
|  |  |  |  |
| **4.** | **TOTAL CONTRACT AMOUNT:** Total Contract Prior to This Amendment |  | $ 0.00 |
|  |  Change in Amount Per This Amendment | $ 0.00 |  |
|  |  **Total Revised Contract Amount:** |  | $ 0.00 |

**A/E ACCEPTANCE:**

**BY: Date:**

*(Signature of A/E Representative)*

**Print Name of A/E Representative:**

**AGENCY ACCEPTANCE AND CERTIFICATION:**

I certify that the Agency has authorized, unencumbered funds available for obligation to this contract.

**BY: Date:**

*(Signature of Agency Representative)*

**Print Name of Agency Representative:**

Change is within Agency Architect/Engineer Contract Amendment Certification of: **$**       **Yes [ ]  No [ ]**

**APPROVED BY:** **DATE:**

*(OSE Project Manager)*

**SUBMIT THE FOLLOWING TO OSE**

1. SE-260, fully completed and signed by the A/E and Agency;
2. Supporting cost and schedule data that justifies the changes shown.
3. If amendment exceeds Agency Architect/Engineer Contract Amendment Certification, OSE must approve the SE-260 before Agency can authorize work.