**SE-260 AMENDMENT NO.:**

**AMENDMENT TO PROFESSIONAL SERVICES CONTRACT**

**AGENCY:**

**PROJECT NAME:**

**PROJECT NUMBER:**

**NAME OF FIRM:**

**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 & Supplemental 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 |
|  | Total Amendment Amount | $ 0.00 |  |
|  | **Total Revised Contract Amount:** |  | $ 0.00 |

**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:**       **Title:**

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, completed and signed by the Agency.
2. SE-260, Page 2, completed and signed by the A/E, with back-up information to support request.