

ARCHITECT/ENGINEER CONTRACT CHANGE ORDER

Change Order Number: 13 Date: June 22, 2026

PROJECT DESCRIPTION

Project Code: 215-B1215-005
Institution/Agency: University of Mary Washington
Project Title: Farmer Hall

CHANGE DESCRIPTION

TO: HDH Associates

Under your contract dated December 9, 2020 for work on the project shown above, you are hereby authorized to make the following additions, deletions, and/or changes to your Scope of Work: IR Scan of roof sections

and to add to deduct from your contract amount, the sum of: \$2,560.00
Two Thousand Five Hundred Sixty Dollars and No Cents

The "Design Not to Exceed" construction cost shall now be: _____
The adjusted schedule is as follows: _____

CONTRACT COST SUMMARY

(Show summary of all additive and deductive change orders on bottom of Sheet 2.)

<u>AMOUNT OF ORIGINAL CONTRACT</u>	<u>TOTAL ADDITIONS</u>	<u>TOTAL DEDUCTIONS</u>	<u>AMOUNT OF CONTRACT TO DATE</u>
<u>\$35,164.00</u>	<u>\$30,595.00</u>	<u>\$0.00</u>	<u>\$65,759.00</u>

CHANGE AUTHORIZATION

Accepted By: [Signature] 6-29-26
Architect/Engineer Date
David C Liebal PE RRC

Recommended By: [Signature] 6/30/26
Authorized Agency Representative Date

Approved By: [Signature] 30 Jun 26
Authorized Agency Representative Date

Governor's Designee Approval (if required)

Prior approval by the Governor or his designee is required for each Change Order which causes an increase in the Contract Price if the resulting cumulative sum of all Change Orders exceeds 25% of the original Contract Amount or \$50,000, whichever is greater.

Recommended By: _____ Date _____
Director, Division of Engineering & Buildings

Approved By: _____ Date _____
Director, Department of General Services



ARCHITECTURE
ENGINEERING
ENVIRONMENTAL

P.O. BOX 6158 CHRISTIANSBURG, VA. 24068 540*381*7999 FAX: 540*381*7990

June 24, 2026

University of Mary Washington
Mr. Tony Perrigan, GPMPC
Project Manager, Contract Services
1301 College Avenue
Fredericksburg, VA 22401-5300

RE: Farmer Hall IR Scan -Change Order #3 contract Dated 12/9/2020: 215 – B1215-005

Tony,

HDH is pleased to submit this proposal to provide Infrared (IR) Scan services for the roof of the University of Mary Washington (UMW) facility. HDH understands that this IR scan is required for Virginia (DEB) pre-project approval, in accordance with CPSM guidelines, and that the Owner requires the final report prior to bidding the project.

The project involves an approximately 7,330 square foot EPDM roof system to be scanned. HDH's services will include a field investigation utilizing infrared thermography to identify potential moisture intrusion within the roof system, followed by the preparation of a comprehensive report detailing findings for DEB submission. HDH will coordinate the site visit with UMW personnel and will utilize existing building drawings provided by the Owner to inform the assessment. The fieldwork will be conducted during the morning hours to optimize conditions for infrared thermography.

HDH will provide the following services for the Infrared (IR) Scan of the approximately 7,330 square foot EPDM roof system at the UMW facility:

1. HDH will coordinate with UMW representatives to schedule a site visit for the infrared thermal scan, ensuring optimal environmental conditions (e.g., clear roof surface, appropriate temperature differential, morning hours) for accurate data collection.
2. HDH will mobilize to the site and perform an infrared thermal scan of the approximately 7,330 square foot EPDM roof system to identify areas of potential moisture intrusion and thermal anomalies. This will include visual observation of the roof surface for obvious defects, ponding, or damage that may influence the IR results.
3. HDH will document identified thermal anomalies through digital photography and infrared imagery, noting their locations and characteristics to facilitate subsequent analysis and reporting.
4. Up to four (4) core samples will be taken at base line areas as well as suspected areas when anomalies are located and tested gravimetrically for moisture content/percentages.
5. Upon completion of field activities, HDH will prepare a comprehensive report of findings. This report will include an executive summary, photographs of selected conditions, an aerial roof plan indicating the locations of identified thermal anomalies, and a narrative describing the findings. The report will be formatted to meet the requirements for Virginia DEB pre-project approval per CPSM.

FEE \$2,560.00

Please do not hesitate to contact me if you require additional information or have any questions regarding this proposal.

Sincerely,

David Liebal, PE, RRC