**PROFESSIONAL SERVICES AGREEMENT**

**AMENDMENT NO.**

Project No. XXXXXX

Contract No. XXXXXX-XX

{Project Name Inserted Here}

This Amendment made on the (Calendar Day) day of (Month), (Year) between the City of Cedar Rapids (hereinafter referred to as City) and (Company Name) (hereinafter referred to as Consultant).

WHEREAS, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and

WHEREAS, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and

WHEREAS, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

NOW THEREFORE, the City and the Consultant agree to amend the original Agreement and City approved amendments in order to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as follows:

The City and the Consultant agree to amend the Scope of Services as indicated in the original Agreement and City approved amendments, as follows:

* {fill in as many bullets as necessary to explain the Scope of Services changes.}

The City and the Consultant agree to amend the Schedule as indicated in the original Agreement and City approved amendments, as follows:

* {fill in as many bullets as necessary to explain the Schedule changes.}

The City and the Consultant agree to amend the compensation paid to the Consultant for providing the Scope of Services as shown in the original Agreement, and City approved amendments, as follows:

* Add $XX,XXX to the Base Fee amount for a total contract amended amount of $XX,XXX, as summarized in the following table:

Running Total Summary:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Base Fee (with amendments) | Change in Running Total | Running Total |
| Original Contract | $XX,XXX | - | $XX,XXX |
| Amendment #1 | $XX,XXX | +/-$XX,XXX | $XX,XXX |
| Amendment #2 | $XX,XXX | +/-$XX,XXX | $XX,XXX |

This Amendment is subject to all the terms and conditions of the original Professional Services Agreement dated (Date). Upon execution of this amendment, this document shall become part of the original Professional Services Agreement as if bound therein.

This Amendment may be executed in any number of counterparts as the case may be, each of which shall be deemed a duplicate original and which together shall constitute one and the same instrument. In addition, the parties agree that this Amendment may be executed by electronic, pdf or facsimile signatures by any party and such signature will be deemed binding for all purposes hereof without delivery of an original signature being thereafter required.

**City OF CEDAR RAPIDS, IOWA (Company Name typed here)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Jeffrey A. Pomeranz Date (signature name typed here) Date

City Manager

ATTEST:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alissa Van Sloten Date

City Clerk

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brenna L. Fall, PE Date

City Engineer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Diane Muench Date

Purchasing Manager

*Amendment Notes: (These notes to be deleted after the amendment is prepared)*

1. *Add or subtract as many WHEREAS statements as necessary to explain the reason for the amendment*
2. *Fill in all blanks / highlighted areas*
3. *For Scope and Schedule, Amendment X, Attachments may be used*
4. *Change footer to Indicate Project and Amendment # (Example: PSA 4510032-01 Amend #1)*
5. *Delete all comments*
6. *Save file as – same as footer text (Example: PSA 4510032-01 Amend #X)*
7. *Send all amendments to the Contracts Manager for review prior to submittal to CM*