Letter of Authorization – Change Order #1
Hyattsville, MD – Police Department Relocation Services
(MCP Project #24-133)

Background

The City of Hyattsville, Maryland, contracted with Mission Critical Partners, LLC (MCP) to provide services to support the relocation of the City's Police Department. The City would like MCP to provide Additional Services as can be authorized under "Article X" of the contract between MCP and the City dated February 7, 2024:

> ARTICLE X. *CHANGES*
>
> A. *The City Administrator may, at any time, by written order designated or indicated to be a change order, make any change in the work within the general scope of this Agreement, provided any change is co-signed by the City Treasurer, or in his or her absence, the Mayor.*

Additional Services – Added Scope of Work

Change Order #1 will allow MCP to continue to provide the professional services as outlined in the original proposal through project closeout (Task 6: Closeout). Beyond these identified services, MCP will provide additional assistance to the City in several key areas critical to the successful implementation of the new audio/visual (AV) system. This includes the development of the scope of work, aiding in the request for proposal (RFP), and assisting in the contracting process. Furthermore, MCP will oversee the implementation of the AV system and call-center furniture, providing expert guidance and management to ensure that the overall project meets all technical and functional requirements.

Additional Services Pricing – Change Order #1

The professional services described in Change Order 1 that reflect the Added Scope of Work will be provided for an **additional not to exceed fee of $200,000**. Like the original proposal, these services will be performed utilizing the rate schedule provided in Page 10 of MCP's original proposal dated December 5, 2023, and referenced in the contract. **This change will increase the total "not-to-exceed" fee of the contract to $252,800.**

_____		_____	
City of Hyattsville, MD	Date	Mission Critical Partners, LLC	Date