

**CITY OF WEST ALLIS  
AMENDED PROCEED ORDER #5**

TO: **AYRES ASSOCIATES, INC.**

DATE: August 30, 2017

PROJECT: Roosevelt Park and Klentz Park – Construction administration – September 2017 and run through May 2018

In accordance with Resolution No. R-2017-0232 dated September 5, 2017 and the Agreement for Professional Services dated December 17, 2015 (the "Agreement"), you are directed to proceed with work on the Project as outlined below:

Work: See attached Scope of Services dated August 21, 2017


Estimate: \$ 35,976.00

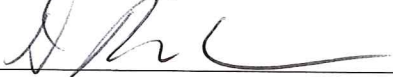
Schedule: Work to commence immediately. To be completed as part of the Basic Services under the Agreement.

This Proceed Order, including any attachments, is incorporated into the Agreement. All work defined in this Proceed Order and payment therefor shall be performed in accordance with the terms and conditions of the Agreement, unless otherwise modified herein. Any modification(s) of this Proceed Order is subject to approval and acceptance pursuant to the Agreement.

Issued:

Received and Approved:

By:   
Title: Executive Director  
Community Development Authority

By:   
Title: Manager - Landscape Architecture


Date: 9-25-17

Date: 10/18/2017

ATTACHMENTS:  
Scope of Services

COMPTROLLER'S CERTIFICATE

Countersigned this 25<sup>th</sup> day of September, 2017, and I certify that the necessary funds have been provided to pay the liability that may be incurred by the City of West Allis under this Contract.

  
Peggy Steeno  
Director of Finance Director/Comptroller/Treasurer



August 21, 2017

## Roosevelt Park

Kristi Johnson  
Community Development Supervisor  
City of West Allis  
Department of Development  
West Allis, WI

## SCOPE OF SERVICE

Dear Kristi:

On behalf of Ayres Associates, please accept the following as an amendment to the existing project scope/fee (Dated 12-17-15). This addition will include work associated with construction administration for Roosevelt Park. Work is anticipated to begin in September 2017 and run through May 2018. Daily inspection services will be staffed by Greg Graf, PE from our Waukesha Construction Services group and regular construction meetings attended by the design project manager.

If the following scope of services does not meet the intention of the project, we will be happy to negotiate any changes in work/fees. Blake will serve as project manager for this project and has a long list of successful park site and related infrastructure design and development examples. Thank you very much for your interest in our team and continuing momentum on this project.

Regards,

Blake Theisen, PLA, ASLA  
Project Manager/Landscape Architect  
Direct: 608.441-3569  
Theisenb@ayresassociates.com

Bruce Morrow  
Group Manager  
608.441.3582  
Morrowb@AyresAssociates.com

Attachment: Scope of Services

## SCOPE OF SERVICES

### Task Construction Administration

- Facilitate pre-construction meeting to be held onsite with selected contractor(s).
- Review submittals and shop drawings for all elements of the project.
- Mark field removals and log completed quantities.
- Attend and facilitate construction meetings.
- Monitor contractor compliance with issued permits and jobsite regulations.
- Complete final walk through and punch list at completion of project.
- Provide closeout documentation to City at completion of project.

#### **Deliverables:**

- Field inspection notes and quantities
- Digital construction progress photos
- Project closeout documents

### Anticipated Fees

In consideration of the preceding scope of services, our proposed estimate of fees are time and materials as follows:

<u>Construction Inspector (131 hours at \$108/hour)</u>	<u>\$ 14,148</u>
<u>Project Manager (28 hours at \$130/hour)</u>	<u>\$ 3,640</u>
<u>Reimbursable Expenses, etc (mileage at .57/mile)</u>	<u>200</u>



August 21, 2017

## Klentz Park

Kristi Johnson  
Community Development Supervisor  
City of West Allis  
Department of Development  
West Allis, WI

## SCOPE OF SERVICE

Dear Kristi:

On behalf of Ayres Associates, please accept the following as an amendment to the existing project scope/fee (Dated 12-17-15). This addition will include work associated with construction administration for Klentz Park. Work is anticipated to begin in September 2017 and run through May 2018. Daily inspection services will be staffed by Greg Graf, PE from our Waukesha Construction Services group and regular construction meetings attended by the design project manager.

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<u>Construction Inspector (131 hours at \$108/hour)</u>	<u>\$ 14,148</u>
<u>Project Manager (28 hours at \$130/hour)</u>	<u>\$ 3640</u>
<u>Reimbursable Expenses, etc (mileage at .57/mile)</u>	<u>200</u>