



August 21, 2017

Roosevelt Park

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

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:

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



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