

March 14, 2019

Patrick Schloss
Community Development Manager
City of West Allis
Department of Development
West Allis, WI

Dear Patrick:

On behalf of Ayres Associates, please accept the following as an amendment to the existing project scope/fee. This addition will include work associated with neighborhood engagement and conceptual design for a future park in the Fairview Neighborhood. Two potential sites are in consideration and one site will be selected for purposes of design. No detailed design or engineering is included in this task but we would be happy to assist the City with preparation of bid documents for a new facility should you decide to move forward beyond concept level.

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,



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Project Manager/Landscape Architect
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Attachment: Scope of Services

SCOPE OF SERVICES

Task I. Pre-Design

- Conduct background research and data collection. Coordinate the proposed site improvements for project areas to include topography, underground utilities, drainage patterns, existing structures, and vegetation.
- Attend kick-off meeting with city staff (Meeting #1). This meeting will address topics including:
 - Design program
 - Project timeline and meeting dates
 - Priorities and restrictions
 - Design character
 - Budget constraints (construction and ongoing maintenance)
- Attend and facilitate a neighborhood listening session/interactive charrette (Meeting #2) to develop schematic ideas for the new park.
- Prepare 2 preliminary concepts for the new park for neighborhood review. Concepts will be color rendered schematic layout plans.
- Refine concepts into one final rendered plan graphic based on city feedback.
- Prepare opinion of probable construction cost for improvements.
- Communicate on a regular basis with city staff via conference call and/or email.

Deliverables for Task I (delivered electronically in PDF or native file format as requested):

- One (1)-8.5x11 Summary memo from kick-off meeting
- One (1)- Digital set of neighborhood meeting materials
- Two (2) 11x17 Preliminary Concept plans
- One (1) 11x17 Final Concept rendered plan

Assumptions

Existing basemap information will be provided by the city in digital format (CAD/GIS) or a survey could be completed by Ayres as an additional service. All existing utility information and prior planning studies for the site to be provided by the city to Ayres.

Anticipated Fees

In consideration of the preceding scope of services, our proposed fees are lump sum as follows:

Fairview Neighborhood Park Concept \$ 10,000