

January 21, 2021

Shaun Mueller
Development Project Manager
City of West Allis
7525 W. Greenfield Ave.
West Allis, WI 53214



RE: Bunham Pointe Park Post Design Assistance

Dear Shaun:

Thank you for the opportunity to provide this amendment proposal for post design assistance for the Burnham Pointe Park construction project. This will supplement our current contract dated July 30, 2020. Your continued confidence in the Parkitecture + Planning team is not taken lightly. We are excited to see this project through to fruition.

Our team will assist you with coordination efforts with the selected contractor and make efforts to minimize our fees on the project by holding construction meetings virtual when possible.

The project schedule is anticipated to begin construction in spring of 2021 and conclude by mid summer of 2021.

Thank you very much for this opportunity!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Blake Theisen', is positioned above the printed name.

Blake Theisen, PLA, ASLA
Principal

Parkitecture + Planning
901 Deming Way, Suite 102
Madison, WI 53717

E blake@parkitecture.org
P 608.886.6808

SCOPE OF SERVICES

Post Design Assistance

- ◆ Construction Administration
 - Facilitate pre-construction meeting
 - Attend regular construction meetings (via zoom/teams when possible)
 - Review submittals and shop drawings for design elements of the project
 - Review contractor pay requests
 - Complete final walk-through and punch list at completion of project
 - Provide closeout documentation at completion of project (contractor as-builts and O/M manuals)

OUTCOMES	
Meetings	
#1	Pre-construction
#2 – #7	Construction Meetings (6 anticipated)
#10	Final walk-through & punch list
Construction Administration Documentation	
#1	Construction Observation Notes & Progress Photos
#3	Review Submittals & Shop Drawings
#4	Final punch list
#5	Project closeout documents (contractor as-builts and O/M Manuals)

Proposed Fee

For completion of the scope of services presented above, our proposed fees will be billed at time and materials:

Post Design Assistance

T&M estimated at \$ 10,000

The fees identified above shall be fixed unless substantial changes in the scope of work occur. P+P shall notify Client of substantial changes to the agreed upon scope of work, and obtain approval prior to commencement of additional work.

Acceptance below signifies a notification to proceed with the scope outlined above.

Accepted by:

Date:

City of West Allis
