

February 23, 2017

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. This addition will include work associated with Roosevelt Park and Klentz Park.

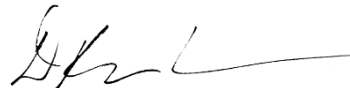
Work included at Roosevelt shall include replacement of the playground equipment and pedestrian access network on the eastern side of the property. New play equipment shall provide a range of play opportunity for ages 2-5 and 5-12. Poured in place surfacing is desired if budget allows. Work at Klentz shall include redevelopment of the ball diamond (grading, fencing, and dug out areas, redevelopment of the existing basketball court area, and new ADA pedestrian access to the existing restroom building. We anticipate design and bidding of these projects as one package, however the costs will be separated by site to help facilitate your funding allocations. This example was used at Liberty Heights and Vets Parks.

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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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. Assemble basemap information from available City provided GIS data.
- 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
  - Coordination with other city projects/studies
  - Design character
  - Budget constraints (construction and ongoing maintenance)
- Communicate on a regular basis (bi-weekly minimum) 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)-Updated project timeline

### Task II. Design Development

- Prepare preliminary design development plans. Elements to be addressed include:
  - Site Layout
  - Playground plans
  - Schematic stormwater management and site grading patterns
- Prepare preliminary cost estimate for the design development drawings. Our team utilizes current pricing structures from other recent Ayres project bid tabulations, DOT standard costs, and input from local contractors.
- Present and review the preliminary drawings to city staff (Meeting #2).
- Communicate on a regular basis (bi-weekly minimum) with city staff via conference call and/or email.

#### ***Deliverables for Task II:***

- One (1)-8.5x 11 Summary memo from review meeting
- One (1) 11x17 Design development plan set
- One (1)-8.5x 11 Preliminary cost estimate

### Task III. Construction Documents

- Prepare construction plan and bid documents to include:
  - Demolition and erosion control
  - Site layout

- Playground equipment layout
- Landscaping/restoration
- Stormwater management and site grading
- Site construction and amenity details
- Specifications and bid documents (Standard city front end specifications to be used with Ayres special provisions)
- Attend 90% review meeting with city staff (Meeting #3). All review materials will be submitted prior to meeting.
- Prepare final cost estimates for the design development drawings for each park.
- Facilitate pre-construction meeting (Meeting #4)
- Communicate on a regular basis (bi-weekly minimum) with city staff via conference call and/or email.

**Deliverables for Task III:**

- Ten (10) 11x17 Final construction plan sets
- Ten (10) 8.5x 11 Final specifications and bid documents

**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 as follows:

Roosevelt Park	\$ 10,796
Klentz Park	\$ 8,816