

**CITY OF WEST ALLIS
AMENDED PROCEED ORDER #2**

TO: **AYRES ASSOCIATES, INC.**

DATE: May 6, 2016

PROJECT: Liberty Heights & Veterans park – Amendment to existing project

In accordance with Resolution No. R-2016-0119 dated May 3, 2016 and the Agreement for Professional Services dated May 6, 2015 (the "Agreement"), you are directed to proceed with work on the Project as outlined below:

Work: See attached Scope of Services dated April 1, 2016.

Estimate: \$ 38,400.00

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:

By: 

Title: Executive Director
Community Development Authority

Date: 5-12-16

Received and Approved:

By: 

Title: Wis Regional Mgr

Date: 5-16-16

ATTACHMENTS:

Scope of Services

COMPTROLLER'S CERTIFICATE

Countersigned this 13 day of May, 2016,
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.


Kris Moen
Interim Finance Director/Comptroller



April 1, 2016

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. This addition will include work associated with construction administration for Liberty Heights Park and Veterans Park. Work is anticipated to begin in May and run through August 2016. Daily inspection services will be staffed by an E.I.T. from our Waukesha Construction Services group and regular construction meetings facilitated 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

James Owen, PE
Wisconsin Regional Manager
608.441.3573
OwenJ@AyresAssociates.com

Attachment: Scope of Services

SCOPE OF SERVICES

Task III. Construction Administration

- Answer bidding questions, prepare addenda and RFI as needed during bidding.
- Review construction bids and prepare bid tabulation and recommendation memo.
- 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.
- Collect concrete samples for strength break testing.
- Attend and facilitate construction meetings (10 budgeted for project manager).
- 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 for Task III:

- 8.5x11 Bid tabulation table
- 8.5x11 Recommendation memo
- Field inspection notes and quantities
- Digital construction progress photos
- Project closeout 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 estimate of fees are time and materials as follows:

Construction Inspector (400 hours at \$74/hour)	\$ 29,600
Project Manager (60 hours at \$120/hour)	\$ 7,200
Reimbursable Expenses, etc (mileage at .57/mile)	1,600



City of West Allis
Resolution: R-2016-0119

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number: R-2016-0119

Final Action:

Sponsor(s): Public Works Committee

MAY 03 2016

Resolution amending Resolution No. R-2015-0261 pertaining to the landscape design/architectural services contract with Ayres Associates, in an amount not to exceed \$38,400.

WHEREAS, the Common Council of the City of West Allis (the "City"), on December 15, 2015, approved Resolution No. R-2015-1261 for landscape design/architectural services to prepare plans and specifications for playground/park designs for the City; and,

WHEREAS, the City entered into a contract with Ayres Associates (the "Consultant") for said services; and,

WHEREAS, the Consultant has completed landscape/design/architectural services for Liberty Heights and Veteran's Parks (the "Parks") and construction plans have been advertised and posted publically for competitive bidding; and,

WHEREAS, it is expected that construction of the Parks will take place in the summer 2016; and,

WHEREAS, the City's Engineering Department has requested that the City hire the Consultant for construction oversight; and,

WHEREAS, the attached Scope of Services, Exhibit 1, provides details of construction oversight services that the Consultant will provide for the Parks, in an amount not to exceed \$38,400.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis as follows:

1. That the Director of Development, or his designee, is authorized to enter into an amended landscape design/architectural services contract with Ayres Associates, in an amount not to exceed \$38,400.
2. That the sum of \$38,400 be and is hereby appropriated from appropriate Community Development Block Grant (CDBG funds) and/or applicable Tax Incremental Finance District funds.
3. That the City Attorney be and is hereby authorized to make such substantive and non-substantive changes, modifications, additions and deletions to and from the various provisions of the Contract, including any and all attachments, exhibits, addendums and amendments, as may be necessary and proper to correct inconsistencies, eliminate ambiguity and otherwise clarify and supplement said provisions to preserve and maintain the general intent thereof, and to prepare and deliver such other and further documents as may be reasonably necessary to complete the transactions contemplated therein.

cc: Department of Development
Grants Accounting Specialist

DEV-R-834-5-3-16

ADOPTED MAY 0 8 2016

APPROVED 5/9/16

 Monica Schultz
Monica Schultz, City Clerk

 Dan Devine
Dan Devine, Mayor